

TEXAS VETERANS COMMISSION

# Hazlewood Act Exemption

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## IHE Officials Procedures Manual

Veterans Education Department

Volume 1.2

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“Helping Veterans Starts Here”

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## Preface

This manual is for Institutions of Higher Education (IHE) officials to assist them in administering the Hazlewood Act Exemption. It is intended to be the Texas Veterans Commission's (TVC) source of information and guidance for IHE officials to determine the qualification of an applicant and how to process applications for the Hazlewood Act.

Where information in the manual is directly tied to the statute or rule, applicable governance (or administration) is cited. Institutions should consider other information as advisory, as the IHE decides the eligibility qualification of a recipient for the exemption (see Tex. Ed. Code [§54.341](#)(a)). TVC shall assist veterans and their family members in claiming and qualifying for exemptions from the payment of tuition and fees at institutions of higher education under Section [54.341](#), Texas Education Code (see Tex. Gov. Code §434.0079 (a)).

IHEs following the guidance in this manual will ensure Hazlewood Act eligibility determination is consistent across Texas and reduce instances of different eligibility decisions made after reviewing the same information. Texas Administrative Code, Chapter 461, Subchapter A, Rules RULE §461.30 (I) states "If the institution is unable to determine the eligibility of an applicant by this subchapter, the institution shall consult with the Commission to resolve the matter." You may contact the Veterans Education Services Center staff with eligibility questions by emailing [educationservices@tvc.texas.gov](mailto:educationservices@tvc.texas.gov).

This manual contains active hyperlinks to complete a suggested activity or submit important inquiries. These links serve as navigation tools to assist in all matters related to Hazlewood Act Exemption.

*Please submit comments or suggested changes to this manual sent to:*

*[EducationServices@tvc.texas.gov](mailto:EducationServices@tvc.texas.gov). Hazlewood Act Exemption Specialist will receive all recommendations and act according to guidelines.*

## Revisions

Date	Change	Page(s)
09/11/2015	First edition	34
07/19/2018	Second edition	57
10/15/2020	Third Edition	57
02/09/2022	Fourth Edition	88
04/28/2022	Fifth Edition	88

## Overview & Important Links

The Hazlewood Act exemption is a State of Texas benefit that provides qualified veterans, spouses, and children with an education benefit of up to 150 hours (semester credit hours [SCH]) of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, student services fees, or supply fees.

Texas Veterans Commission website for the Hazlewood Act:

<https://www.tvc.texas.gov/education/hazlewood/>.

Texas Education Code §54.341 (Tex. Ed. Code §54.341, the Hazlewood Act):

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.341>.

Texas Education Code §54.2001 (Tex. Ed. Code §54.2001, GPA and Excess Hours statute for all state exemptions and waivers):

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.2001>.

Texas Government Code §434.0079 (Tex. Govt. Code §434.0079, Duties of TVC regarding the Hazlewood Act and authority for Degree Certified Hours Rule):

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.434.htm#434.0079>.

Texas Government Code §434.00791 (Tex. Govt. Code §434.00791, Authorization of Hazlewood Act Database):

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.434.htm#434.00791>.

Title 40, Texas Administrative Code §461 (40 TAC §461, Hazlewood Act Administrative Rules):

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=40&pt=15&ch=461&sch=A&r=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=40&pt=15&ch=461&sch=A&r=Y).

The following administrative rules contain the authority for this manual and provide definitions for important terms:

- [Rule §461.10](#), Authority and Purpose:

(a) Authority. The authority for this subchapter is provided in Texas Education Code [§54.341](#) relating to an exemption for Texas veterans, their spouses, and dependents. Texas Government Code [§434.0079](#) relating to Duties Regarding Certain Tuition and

Fee Exemptions for Veterans and Family Members; and Texas Government Code [§434.00791](#) relating to Electronic System to Monitor Tuition Exemptions for Veterans and Family Members.

(b) Purpose. The purpose of this subchapter is to provide procedures and criteria for the administration of an exemption program for Texas veterans and dependents at public institutions of higher education.

One of the most important references for Hazlewood Act exemption benefit school certifying officials is the Hazlewood Act Database Users' Manual. The Users' manual provides instruction, information, and troubleshooting procedures for school certifying officials (SCO). SCOs will learn how to register a Hazlewood Database account, dates when reports should be submitted, how to compile and upload an Exemption Report, a DD214 Report, a combined .CSV Report, how to troubleshoot Error Reports from errant uploads, how to edit and adjust records already submitted, and how to perform a Revocation of Hazlewood hours.

Follow this link: [IHE Hazlewood Database Users' Manual](#)

## General Comprehension of Hazlewood Act Exemption

### Provisions of the Hazlewood Act Exemption

From Rule [§461.30](#), Hazlewood Act Exemption:

(a) Subject to the following provisions, an institution shall exempt an eligible person from the payment of tuition, mandatory fees, dues, and other required charges, including fees for correspondence courses and distance education courses, but excluding general deposit and student services fees and any fees or charges for lodging, board, or clothing.

(b) An institution is not required to provide the Hazlewood Act Exemption for tuition and fees related to courses for which the institution does not receive state formula funding unless the governing board of the institution specifically chooses to provide the exemption for such courses.

(c) Generally, the Hazlewood Act Exemption provides for both resident or nonresident tuition and fees for those who meet all requirements to receive the benefit.

(d) A person's eligibility for the Hazlewood Act Exemption is not impacted by federal veterans' education programs that provide for benefits not specifically designated for the payment of tuition and fees.

(e) The Legacy recipient will receive an exemption for the number of degree-certified hours reported by the institution for that term or semester. Maximum degree certified hours awarded to the Legacy recipient will be dependent upon the degree or certificate program in which the student is enrolled for that term or semester and shall be consistent with the program length as defined within the school catalog as approved by the regional accreditation commission (Texas Government Code §434.0079(c)(1)).

(f) Stacking state and federal veterans' education benefits is permitted. Persons eligible for more than one federal veteran education benefit must select which federal program to stack with the Hazlewood Act Exemption. Persons eligible for federal veterans benefits not specifically designated for the payment of tuition and fees, or eligible for federal veterans' education benefits at less than the 100% entitlement level, may stack those benefits with the Hazlewood Act Exemption. If the person elects to apply federal benefits that provide for payment of tuition and fees, this federal benefit will be applied before the application of Hazlewood. At no time will the total of federal and state benefits exceed 100% of the tuition and fees for the term.



(g) An eligible person is not entitled to receive the Hazlewood Act Exemption for more than 150 attempted semester credit hours, except that it may be less as described in subsection (e) of this section.

(h) If the Hazlewood Act Exemption is used to pay for only a portion of the hours taken during a given term or semester, an institution shall deduct only the proportion used from the 150 hours of eligibility. When reporting the proportional hours to the Commission, institutions shall round any fraction of an hour up to the nearest whole number.

(i) The governing board of a public junior college, public technical institute, or public state college, as those terms are defined by Texas Education Code §61.003, may establish a fee for extraordinary costs associated with a specific course or program and may determine that the exemption does not apply to this fee.

(j) In determining whether to admit a person to any certificate program or to any baccalaureate, graduate, postgraduate, or professional degree program, an institution may not consider the fact that the person is eligible for an exemption through this subchapter.

(k) An application for the Hazlewood Act Exemption shall be denied if it is determined that the applicant is in default on an educational loan made or guaranteed by the State of Texas.

(l) If the institution is unable to determine eligibility of an applicant in accordance with this subchapter, the institution shall consult with the Commission to resolve the matter.

## Eligibility Requirements for Veterans

From Rule [§461.40](#), Veteran Eligibility:

To be eligible to receive the Hazlewood Act Exemption, a veteran who claims the benefit for the first time shall demonstrate that he or she currently resides in the state as indicated by the address and signature on the application unless he or she resides out of state solely due to his or her own (or a spouse's) current military orders, and:

- (1) at the time he or she entered the service, was a resident of Texas, entered the service in the State of Texas, or declared Texas as his or her home of record in the manner provided by the military or other service;
- (2) was discharged under honorable conditions after serving on active military duty, excluding initial entry training, for more than 180 days;
- (3) has attempted fewer than 150 credit hours using the Hazlewood Act Exemption beginning with Fall 1995;
- (4) if a continuing or transfer student, has met the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the veteran is not required to enroll in a minimum course load, and meets the other requirements of Texas Education Code [§54.2001](#); and
- (5) provide to the institution a completed Hazlewood Act Exemption Application and the supporting documentation, as provided in [§461.90](#) of this subchapter (relating to Supporting Documentation for the Hazlewood Act Exemption Application), no later than the last class date of the semester or term to which the exemption applies.

## ELIGIBILITY

**A Veteran must meet all the eligibility requirements as drawn from the [Hazlewood Act Statute](#) and [40 Texas Administrative Code §461](#):**

**A Veteran must:**

- At the time of entry into active duty of the U.S. Armed Forces, ([DD Form 214](#) required) & ([40 TAC §461.40](#))
  - designated Texas as Home of Record;
  - or entered the service in Texas;
  - or was a Texas resident;
- Have received an honorable discharge or separation or a general discharge under honorable conditions as indicated on the Veteran's Certificate of Release or Discharge from Active Duty.
- Served at least 181 days of active duty service (excluding training);
- Currently reside in Texas; ([40 TAC §461.40](#)) & ([40 TAC §461.70](#))
- Have no federal Veteran's education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; for term or semester enrolled that do not exceed the value of Hazlewood benefits;
- Not be in default on a student loan made or guaranteed by the State of Texas;
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses; and
- Meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

For more information, contact [educationservices@tvc.texas.gov](mailto:educationservices@tvc.texas.gov)

*The institution of higher education (IHE) is the final decision making authority on student eligibility.*

## Eligibility Requirements for a Hazlewood Child Legacy Act

From Rule [§461.70](#), Hazlewood Legacy Act Eligibility:

(a) An eligible veteran or, if the eligible veteran has died, his or her spouse, or child's conservator, guardian, custodian, or other legally designated caretaker (if the child does not otherwise qualify for an exemption under Texas Education Code [§54.341\(b\)](#)), may elect to waive the eligible veterans' right to all or a portion of unused hours for which he or she is eligible (up to the maximum 150 semester credit hours). By completing the relevant forms as prescribed by the Commission and submitting them to the institution, the veteran, his or her spouse, or child's conservator, guardian, custodian, or other legally designated caretaker may:

- (1) assign the unused hours to only one of his or her children at a time; and
- (2) if the child to whom the hours have been assigned fails to use all available credit hours, assign the remaining hours to another of his or her children.

(b) For an otherwise eligible veteran to assign his or her unused hours to a child through the Hazlewood Child Legacy Act (applies to new recipients Fall 2011), he or she must:

- (1) reside in Texas; or
- (2) demonstrate that he or she is out of state only because of his or her own (or a spouse's) current military orders and provide the orders and most recent three months' Leave and Earnings Statements (LES) showing Texas to be the person's home. If the orders and LES do not both indicate Texas as the person's home, other documentation must be provided to support the person's claim to domicile in Texas.

(c) For an otherwise eligible child to be entitled to the Hazlewood Act Exemption through the Hazlewood Legacy Program in a given term or semester, he or she must:

- (1) be classified by their institution as a resident of Texas for the term or semester for which the child claims the Hazlewood Act Exemption;
- (2) if a continuing or transfer student, meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the child is not required
- (3) to enroll in a minimum course load and also meets all other requirements of Texas Education Code [§54.2001](#); and

(4) meet the age requirements set forth in subsection (d) of this section.

(d) An eligible child must:

(1) be 25 years of age or younger on the first day of the semester or other academic term for which the exemption is claimed; or

(2) if the child is over the age of 25 and otherwise eligible for the exemption, the child must provide the institution documentation from a physician or a physician assistant indicating he or she suffered from a severe illness or other debilitating condition which prevented the child from using the exemption in the required timeframe. In this case, the student's eligibility shall be extended for a period equal to the time during which he or she experienced the illness or debilitating condition.

(e) The Legacy recipient will receive exemption for the number of degree certified hours as referenced in [§461.30](#)(e) of this subchapter (relating to Hazlewood Act Exemption).



#### ELIGIBILITY

**Eligible Veterans may assign or transfer unused hours of exemption eligibility to a child under certain conditions as drawn from the [Hazlewood Act Statute](#) and [40 Texas Administrative Code §461](#)**

A Child (Legacy Act) must:

- Be classified by the institution as a Texas resident; ([40 TAC §461.70](#))
- Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year;
- Be 25 years old or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and
- Have no federal Veteran's education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; for term or semester enrolled that do not exceed the value of Hazlewood benefits; ([40 TAC §461.70](#)) & ([40 TAC §461.90](#)))
- Not be in default on a student loan made or guaranteed by the State of Texas;
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses; and
- Meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

*Legacy recipients will receive an exemption for the number of degree certified hours reported by the institution for that term or semester. Maximum degree certified hours awarded to the Legacy recipient will be dependent upon the degree or certificate program in which the student is enrolled for that term or semester and shall be consistent with the program length as defined within the school catalog as approved by the regional accreditation commission. ([40 TAC §461.30](#))*

*\*If a child to whom hours have been delegated fails to use all of the assigned hours, a Veteran may re-assign the unused hours that are available to another child. Only one child will use Hazlewood Legacy benefits at a time.*

## Eligibility Requirement for a Spouse/Dependent

From Rule [§461.50](#), Spouse's Eligibility:

(a) In order to be eligible to receive the Hazlewood Act Exemption, a veteran's spouse shall demonstrate that he or she:

(1) is the spouse of:

(A) a member of the U.S. Armed Forces who entered the service in the State of Texas; declared Texas as his or her home of record in the manner provided by the military or other service; or was a resident of Texas when he or she entered the service and who:

- (i) was killed in action; or
- (ii) died while in service; or
- (iii) is missing in action; or
- (iv) whose death is documented to be directly caused by illness or injury related to service in the armed forces of the United States; or
- (v) is totally and permanently disabled or meets the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs; or

(B) a member of the Texas National Guard or Texas Air National Guard who:

- (i) was killed since January 1, 1946, while on active duty either in the service of Texas or the United States; or
- (ii) is totally and permanently disabled or meets the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs.

(2) is classified by the institution as a resident of Texas for the term or semester for which the spouse claims the Hazlewood Act Exemption.

(b) A spouse of a service-related totally disabled or individually unemployable veteran, if a continuing or transfer student, must meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the spouse is not required to enroll in a minimum course load. The spouse also must meet all other requirements of Texas Education Code [§54.2001](#). These requirements do not apply to the spouse of a veteran who has died from a service-related injury or illness or who was classified as missing in action (MIA) or killed in action (KIA).

## Eligibility Requirements Child with own Hours

From Rule [§461.60](#), Children's Eligibility:

(a) In order to be eligible to receive the Hazlewood Act Exemption, children shall demonstrate that they:

(1) are children of:

(A) members of the U.S. Armed Forces who entered the service in the State of Texas; declared Texas as their home of record in the manner provided by the military or other service; or were residents of Texas when they entered the service and who:

- (i) were killed in action; or
- (ii) died while in service; or
- (iii) are missing in action; or
- (iv) whose deaths are documented to be directly caused by illness or injury related to service in the armed forces of the United States; or
- (v) are totally and permanently disabled or meet the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs; or

(B) members of the Texas National Guard or Texas Air National Guard who:

- (i) were killed since January 1, 1946, while on active duty either in the service of Texas or the United States; or
- (ii) are totally and permanently disabled or meet the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs.

(2) are classified by their institutions as residents of Texas for the term or semester for which they claim the Hazlewood Act Exemption.

(b) Children of service-related totally disabled or individually unemployable veterans, if a continuing or transfer student, must meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the child is not required to enroll in a minimum course load. The child also must meet the other requirements of Texas Education Code [§54.2001](#). These requirements do not apply to a child of a veteran who has died from a service-related injury or illness or who was classified as missing in action (MIA) or killed in action (KIA)



## ELIGIBILITY

### **A Spouse / Dependent must:**

be the spouse/dependent of a Hazlewood Act benefit-eligible veteran who is determined by the VA to be 100%, total and permanent, service-connected veteran or one who became totally disabled for purposes of employability as a result of a service-related injury or illness. The spouse/dependent(s) of a Hazlewood Act benefit-eligible veteran who meet the requirements below are entitled to receive a 150 credit hours exemption, each, under certain conditions as drawn from the **Hazlewood Act Statute and Texas Administrative Code §461:**

- Be a spouse / child of a Veteran who, at the time of entry into the U.S. Armed Forces, ([DD Form 214](#) required) , ([40 TAC §461.50](#)) & ([40 TAC §461.60](#))
  - be classified by the institution as a Texas resident,
  - designated Texas as Home of Record,
  - or entered the service in Texas;
- Be a spouse / child of a Veteran of the U.S. Armed Forces or the Texas National Guard who died as a result of service-related injuries or;
  - 100% total and permanently service-connected disable as determined by VA with a current Summary of Benefits Letter as proof, or
  - Missing in action (MIA), or
  - Killed in action (KIA).
- Have no federal Veterans education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31) for term or semester enrolled that do not exceed the value of Hazlewood benefits;
- Be classified by the institution as a Texas resident; and
- Not be in default on a student loan made or guaranteed by the State of Texas;
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses; and
- Meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours. This requirement does not apply to the spouse / child of a MIA, KIA, or service-connected deceased Veteran. , ([40 TAC §461.50](#)) & ([40 TAC §461.60](#))

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## Universities


### [Visit the online “Hazlewood Database Manual for Institutions of Higher Education”](#)


The Database Manual instructs IHE Hazlewood administrators, reviewers, and submitters how to register for their accounts, log in, and review veteran and student data. The Manual has step-by-step instructions with screenshots demonstrating how to enter data, find records, and review data entered. In the appendixes, there are detailed tables of database errors and how to correct them for successful file uploads or single-entry records located in the appendixes at the back of the manual.


If you are not familiar with the Hazlewood Act Exemption, IHE officials should start by visiting the [Texas Veterans Commission: Hazlewood and Education Services website](#). It is important to remember that this page is for a general overview of qualifications only.


 VETERAN

 CHILD (Legacy)

 SPOUSE /  
DEPENDENT

 UNIVERSITIES

 FAQ



**The Hazlewood Act is a State of Texas benefit that provides qualified veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees.**

The Hazlewood Act is available only for use at a Texas public college or university. To access listings of Texas public colleges and universities, go to the [Texas Institutions of Higher Education](#) page and select any of the schools listed under the Texas Public Institutions. The schools listed under Independent (Private) Institutions do NOT qualify for this exemption.

RESOURCES

**DATABASE**

- [Hazlewood Database Login](#)

**DOCUMENTS:** \*\*Please be advised these manuals are being updated

- [Hazlewood Procedure Manual \\*\\*](#)
- [Hazlewood Database Manual \\*\\*](#)
- [Hazlewood PowerPoint Presentation](#)
- [CSV Format Record Template](#)

**STATUTES**

- [Texas Education Code §54.341, Hazlewood Act](#)
- [Texas Education Code §54.2001, GPA and Excessive Hours](#)
- [40 TAC §461, Hazlewood Act Administrative Rules](#)

INFORMATION

**Hazlewood Act Benefit Student Usage Reports and DD-214 Reporting Reminders**

**Submission Dates:** Fall Semester – January 31st  
Spring Semester – June 30th  
Summer Semesters – September 30th

Background of the DD214 Report portion of Hazlewood Act reporting: Beginning October 2018, public institutions of higher education were notified of the requirement to submit additional demographic data as it relates to the veteran's DD214 and the use of the Hazlewood Act by Texas veterans and their families. This additional information may be provided through a standalone DD214 Report submission, or integrated via the .csv file report which combines both the DD214 Report and the Student Usage Report into a single completed file. We appreciate your continued support providing the additional information with your submitted files.

We welcome all Hazlewood Act certifying officials who have questions or concerns, please contact us at Veterans Education Services via e-mail at [EducationServices@tvc.texas.gov](mailto:EducationServices@tvc.texas.gov) or phone at 512-463-3168.

*Thank you for your continued support of veterans and their families as they pursue their educational goals!*

## IHE Interface

The <https://hazlewood.tvc.texas.gov/institutions> web application is the user interface for IHEs to interact with the Hazlewood Database. Among its features are interfaces for school officials to submit Hazlewood student data either by a specified file format or by a single-entry form and to view reports related to the submission. It contains interfaces for viewing Hazlewood records by the student or by the service member.

To view the Hazlewood Exemption Institution of Higher Education Procedure Manual, go to [Hazlewood Act DB Manual](#).

## Database Report Due Dates

Per Se Rule [§461.120](#), the semester database report due dates are:

- January 31st of each year for the fall semester;
- June 30th of each year for the spring semester; and
- September 30th of each year for the summer session.

An institution may receive an extension after the deadline, up to two weeks upon written request from the institution's Chancellor or President to the Veterans Education Director of the Commission.

The new IHE user will need their institution's FICE code to register on the Hazlewood database for IHE users. If the school's FICE code is not known, call the TVC Veterans Education Service Center at (512) 463-3668 or email our staff at [educationservices@tvc.texas.gov](mailto:educationservices@tvc.texas.gov). Our staff will contact you by phone and give you your school's FICE code so you can register to access, view, and enter data.

[Hazlewood PowerPoint Presentation](#) [ *active link* ]

[CSV Format Record Template](#) [ *active link* ]

## Statutes:

- [Texas Education Code §54.341, Hazlewood Act](#)
- [Texas Education Code §54.2001, GPA and Excessive Hours](#)
- [40 TAC §461, Hazlewood Act Administrative Rules](#)

## **Frequently Asked Questions and Facts**

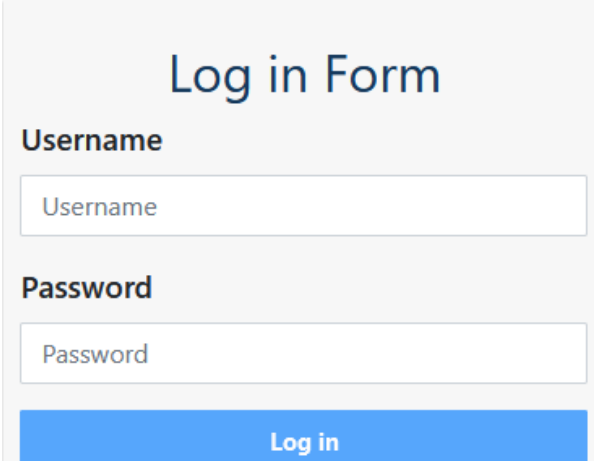
[ *Active link* ]

## **RESOURCES**

### Database

#### [Veteran and Student Login:](#)

The veteran and student should use this link to review their Hazlewood “hours used” for past semesters. Administrators require the veteran and student to register an account and print a copy of “hours used” each semester.



The image shows a login form titled "Log in Form". It contains two input fields: "Username" and "Password". Below the password field is a blue button labeled "Log in".

Log in Form	
<b>Username</b>	<input type="text" value="Username"/>
<b>Password</b>	<input type="password" value="Password"/>
<input type="button" value="Log in"/>	

## [Forgot Password:](#)

### Forgot Password

Use the form below if you have forgotten your password. For any other assistance with your account, Please contact TVC's Veterans Education.

**Forgot Your Password?**  
**Enter your User Name to receive your password.**  
**User Name:**

**Submit**

NOTE: The Hazlewood database will send the veteran or student a computer-generated password to cut and paste into their new login attempt. Afterward, the veteran or student must change their password while they are still logged in.

## [Create Account:](#)

Veterans and students are required to create an account by registering within the Hazlewood Database.

Please use this link to register:

<https://hazlewood.tvc.texas.gov/students/Account/Register>

[register](#) [Log in](#) [Forgot password](#)

### Use the form below to create a new account.

For the purpose of tracking the total number of hours for which I receive this exemption, by my registration, I grant permission to any educational institution to release current semester and historic credit hour information to the Texas Veterans Commission (TVC) and the Texas Higher Education Coordinating Board (Board) , in accordance with SB 1158, 83rd Texas Legislature, Regular Session, 2013. By my registration, I further grant permission to the TVC and the Board to share such data with any educational institution as it pertains to my exemption. If I am a Hazlewood Legacy student, I also grant permission to my Veteran parent to view the hours I have used.

For questions regarding the above permissions, please contact the TVC by phone at (512) 463-3168, toll-free at 877-898-3833, or via email at [Hazlewood@tvc.texas.gov](mailto:Hazlewood@tvc.texas.gov)

Registering into the Hazlewood Exemption online database is a required step in the application process for the Hazlewood Exemption. However, registering into the online database does not confirm eligibility for this benefit.

Passwords are required to be a minimum of 8 characters in length with at least 1 punctuation character. An account activation message will be sent to the email address you provide below that you will need to acknowledge to complete registration.

[Activate My Account](#) [Go to Settings](#)

They must fill out the form completely. The first name may not be a nickname or initials. School certifying Officials with an assigned role of the submitter or submitter/reviewer need to enter the veteran and student's first name as it appears on their DD-214 or driver's license.

*\*Please instruct students to write down their password and security code words, but not to identify the words for security purposes. They may choose to take a picture of the words, also, for successful future login efforts.*

Veterans and students must read the following statement before creating a new account:

### Use the form below to create a new account.

For the purpose of tracking the total number of hours for which I receive this exemption, by my registration, I grant permission to any educational institution to release current semester and historic credit hour information to the Texas Veterans Commission (TVC) and the Texas Higher Education Coordinating Board (Board) , in accordance with SB 1158, 83rd Texas Legislature, Regular Session, 2013. By my registration, I further grant permission to the TVC and the Board to share such data with any educational institution as it pertains to my exemption. If I am a Hazlewood Legacy student, I also grant permission to my Veteran parent to view the hours I have used.

For questions regarding the above permissions, please contact the TVC by phone at (512) 463-3168, toll-free at 877-898-3833, or via email at Hazlewood@tvc.texas.gov

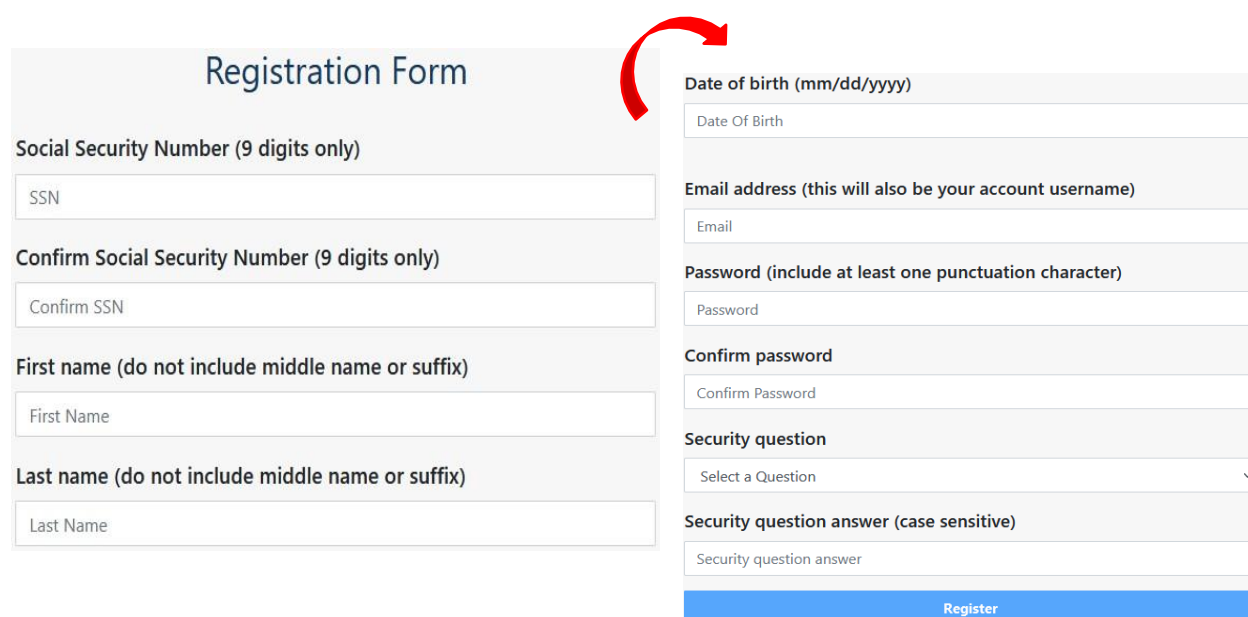
Registering into the Hazlewood Exemption online database is a required step in the application process for the Hazlewood Exemption. However, registering into the online database does not confirm eligibility for this benefit.

This section explains how to structure a password for the Hazlewood database:

*\*a "punctuation character" is the same as a special character: @!%&\$*

Passwords are required to be a minimum of 8 characters in length with at least 1 punctuation character. An account activation message will be sent to the email address you provide below that you will need to acknowledge to complete registration.

These boxes must be filled in correctly for a successful Hazlewood database registration:



The diagram shows a 'Registration Form' with two columns of input fields. A red curved arrow points from the 'Social Security Number' section to the 'Date of birth' field. The fields are as follows:

Registration Form	
<b>Social Security Number (9 digits only)</b> <input type="text" value="SSN"/>	<b>Date of birth (mm/dd/yyyy)</b> <input type="text" value="Date Of Birth"/>
<b>Confirm Social Security Number (9 digits only)</b> <input type="text" value="Confirm SSN"/>	<b>Email address (this will also be your account username)</b> <input type="text" value="Email"/>
<b>First name (do not include middle name or suffix)</b> <input type="text" value="First Name"/>	<b>Password (include at least one punctuation character)</b> <input type="text" value="Password"/>
<b>Last name (do not include middle name or suffix)</b> <input type="text" value="Last Name"/>	<b>Confirm password</b> <input type="text" value="Confirm Password"/>
	<b>Security question</b> <input type="text" value="Select a Question"/>
	<b>Security question answer (case sensitive)</b> <input type="text" value="Security question answer"/>
	<b>Register</b>

## Forms

### Hazlewood Application:

The Download button labeled Hazlewood Application links to a PDF document that contains two forms:

- Form TVC-ED-1a, Texas Hazlewood Act Exemption Application Supporting
- Documentation Instructions and Form TVC-ED-1, Texas Hazlewood Act Exemption Application.

The application(s) are computer fillable. A veteran or student may digitally sign the application or print and sign. The application will be submitted to the SCO located at the IHE.

Parts A, C & D will be completed by the veteran;

Parts A, B, C, D, and E for a Legacy child; and

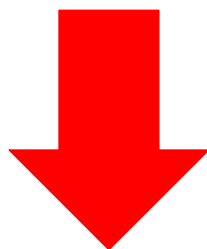
Parts A, B, C, and D for a spouse or child who qualifies in their own right

## Hazlewood Application

The instructions in Form TVC-ED-1a, direct all applicants for the Hazlewood Act, to register an account in the Hazlewood Act online database and turn in proof of registration by submitting a screen printout of their “hours used.” This allows SCO reviewers to verify all student “hours used” or determine if they have never used the benefit.

////////////////////////////////////

Example of the application below:





## Texas Hazlewood Act Exemption Application Supporting Documentation Instructions


TVC-ED-1a  
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Page 1 of 1

To apply for the Texas Hazlewood Act Exemption,  
you must **submit the following documents to your college or university:**

1. **The Hazlewood Exemption Application** with supporting documents, completed and signed.
2. **Report of Separation or Discharge, DD Form 214 (and DD Form 215 if the DD Form 214 has been amended)** – To verify the Veteran's place of entry, home of record at the time of entry, character of service, length of service, and dates of service. The copy you provide to your institution must be legible and contain the information listed above.
  - A DD Form 214 may be obtained from the National Archives: <https://www.archives.gov/veterans>.
  - If the Veteran was discharged prior to January 1, 1950 previously used separation documents may be used. If the Veteran's DD Form 214 was destroyed in the National Archives fire in 1973 or is otherwise unavailable, then the following documents may be used:
  - NA Form 13038, Certification of Military Service
  - Documentation from the National Archives that the Veteran's NA Form 13038 was sent in lieu of the DD Form 214 due to the DD Form 214 not being on file
  - Documentation that Veteran met the requirements of Subchapter B, Chapter 54, Texas Education Code for resident tuition on the date of entry into active duty indicated on the DD Form 214
3. **Certificate of Eligibility for Federal GI Bill benefits** – To verify eligibility for the Veteran's, or dependent's federal education benefits, Certificates of Eligibility (CoE) may be obtained by completing an application on the Veterans Affairs website at <https://www.va.gov/education/how-to-apply/>.
  - If the Veteran's final discharge is prior to 9/11/2001 the Certificate of Eligibility is not required for the Veteran.
  - A VA Certificate of Eligibility may be required by the school for a *Legacy*, a *Child with own hours*, and a *Spouse* to determine if the Hazlewood Act beneficiary has any Chapter 33/Post-9/11 GI Bill benefits.
4. **If the Veteran died while in service: Report of Casualty, Form DD Form 1300** – To verify the Veteran's place of entry or home of record, and that his/her death was service related.
5. **If the Veteran is deceased (not service connected)** – Death Certificate for deceased Veteran for use in a Legacy transfer.
6. **If the Veteran is totally disabled or individually unemployable due to military service-related illness or injury:** You must have a current (within one year) disability ratings decision letter from the VA indicating that rating.
7. If you are not the Veteran, **Relationship Documentation** – Submit one or more of the following documents to verify your relationship to the eligible Veteran.
  - Birth Certificate, or Marriage Certificate, or Adoption Papers, or Recent IRS Tax Transcript: <https://www.irs.gov/individuals/get-transcript>.
8. Veterans must reside in the state of Texas during the term that the exemption will be used.
  - Children and spouse of eligible Veterans must be classified as a Texas resident by their institution.
9. **Hazlewood Online Database Registration** – To comply with the Federal Educational Rights and Privacy Act (FERPA) requirements, all applicants (Veteran and dependents) must register into the Hazlewood online database to use the Hazlewood Exemption at <https://hazlewood.tvc.texas.gov/students/>.



Pages 2 and 3 – the Application for Hazlewood – is viewed after the checklist



## Texas Hazlewood Act Exemption Application

TVC-ED-1  
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For (Term) \_\_\_\_\_ (Year) \_\_\_\_\_ at (Institution) \_\_\_\_\_

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

Each Veteran, child, or spouse applying to receive an exemption through the Hazlewood Act, (Texas Education Code §54.341) must complete and sign this application and provide the institution with the documentation required to verify eligibility as indicated in this packet. Submit this application and all supporting documentation to your institution's Hazlewood Act Exemption administrator.

I am applying as (check only one):

☐ a Veteran intending to use my Hazlewood Act exemption (Complete A, C, & D)

☐ a child receiving a Legacy transfer of an eligible Veteran's Hazlewood Act benefit (Complete A, B, C, & E)

☐ a child of a Hazlewood Act eligible Veteran who is totally disabled, service-related deceased, KIA, or MIA (Complete A, B, C, & D)

☐ a spouse of a Hazlewood Act eligible Veteran who is totally disabled, service-related deceased, KIA, or MIA (Complete A, B, C, & D)

I am (check only one):

☐ an applicant applying for the first time; or

☐ a previous Hazlewood recipient who has used \_\_\_\_\_ hours at \_\_\_\_\_ institution(s).

Total prior hours used: Veteran \_\_\_\_\_, Legacy (transferred hrs.) \_\_\_\_\_, Spouse \_\_\_\_\_, Child (w/own hrs.) \_\_\_\_\_

**Part A – Veteran's Information**

Veteran's Name: \_\_\_\_\_  

Last Name
First Name
MI

Veteran's SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Veteran's Student ID# (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  

Street
City
State
Zip Code

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Part B – Other User Information**

Relationship to Veteran:

☐ Biological Child ☐ Step-child ☐ Adopted Child ☐ IRS Dependent ☐ Spouse

Child's/Spouse's Name: \_\_\_\_\_  

Last Name
First Name
MI

Child's/Spouse's SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Child's/Spouse's Student ID# : (if applicable) \_\_\_\_\_

Permanent Address: \_\_\_\_\_  

Street
City
State
Zip Code

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Part C – Loan Verification**

To qualify for the Hazlewood Exemption, the Veteran, child or spouse cannot be in default on a loan that is made or guaranteed by the state of Texas. State loans can be viewed at <http://www.hhloans.com/>.

Does the Veteran, child or spouse have a loan through the Texas Higher Education Coordinating Board?

☐ Yes ☐ No

If yes, is the loan in default status?

☐ Yes ☐ No ☐ Not Applicable

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## Texas Hazlewood Act Exemption Application

TVC-ED-1  
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### Part D – Veteran, Child, and Spouse Certification and Consent

The Texas Hazlewood Act Exemption entitles eligible persons to an exemption of tuition and specified fees of up to 150 semester credit hours at public institutions of higher education in Texas. Except for recipients who are the spouse or children of eligible Veterans killed in action, missing in action, or whose death resulted from a service-related injury or illness; all other Hazlewood recipients meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001.

I grant permission to any institution I have enrolled in or intend to enroll in to release credit hour information pertaining to my enrollment to the Texas Veterans Commission and the Texas Higher Education Coordinating Board, and further grant permission to the Commission and Board to share such information with any institution that I might attend. I certify that the information I have provided is true and correct to the best of my knowledge. I further understand that if I have provided inaccurate, incomplete, or untrue information on this application, I may be required to reimburse the institution for tuition, fees, and penalties pertaining to the Hazlewood Exemption.

Veteran's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Veteran's signature is not required if the eligible Veteran is totally disabled, service-related deceased, MIA, or KIA.)

Child's/Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(if applicable.)

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

### Part E – Legacy Child Certification and Consent

The Texas Hazlewood Exemption allows eligible Veterans or a designee to transfer all unused hours of the exemption, up to 150 semester credit hours, to a child who is 25 years old or younger on the first day of the term. Legacy recipients will receive an exemption for the number of degree certified hours associated with the specific degree or certificate program he or she is enrolled in consistent with the program length as defined in the school catalog as approved by the regional accreditation commission. Legacy recipients must meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001. Assigned hours may be revoked by the Veteran or the designee.

I (Veteran) \_\_\_\_\_ waive the right to all of the unused portion of my Hazlewood Exemption and grant permission to transfer those unused Hazlewood hours under Texas Education Code §54.341(k) (Legacy Act) to my eligible child, (child) \_\_\_\_\_. I agree to release current term and historic credit hour information to the Texas Veterans Commission and the Texas Higher Education Coordinating Board to determine the balance of my unused hours. I grant permission for the Commission and Board to share such data with any institution that my eligible child might attend. I understand that only one eligible person may use my hours for a particular term. I hereby certify the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

Veteran's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* If the qualifying Veteran is deceased, the Veteran's Designee (Print Name) \_\_\_\_\_  
may sign above in Veteran's place\*


Veteran's Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

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## Revocation of Previously Assigned Hours:

Form TVC-ED-5, Revocation of Previously Assigned Texas Hazlewood Act Exemption Hours. A veteran who wants to revoke hours should submit Form TVC-ED-5 to the institution where the Legacy child is currently using the exemption hours. Revocation of hours becomes “effective at the end of the current academic term.” It is at the veterans’ discretion to revoke the exemption hours for any purpose. *Note: Form TVC-ED-5 is required to be notarized.*



**Revocation of Previously Assigned  
Texas Hazlewood Act Exemption Hours**

TVC-ED-5  
Updated 08DEC21  
Page 1 of 1

**This form must be submitted to the institution where the benefit is currently being used to revoke previously assigned Hazlewood Legacy hours**

An eligible Veteran or designee who has assigned unused Hazlewood Exemption hours to a child through the Legacy Act may revoke the assignment of any unused hours [Texas Education Code §54.341(k-1)].

Veteran's Name:     
Last Name First Name MI

Veteran's SSN:  Date of Birth:    (MM/DD/YYYY)

Address:        
Street City State Zip Code

Phone Number:  Email address:

I (Veteran or designee)  hereby revoke the assignment of unused Hazlewood Exemption hours from (child)  effective at the end of the current academic term.

Child's SSN:  Date of Birth:    (MM/DD/YYYY)

Child's Student ID# (if applicable):

I CERTIFY THAT THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Veteran's/Designee's Signature:  Date:

-----Below is to be completed by Notary Public-----

STATE

CITY

COUNTY

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS THE  DAY OF ,

NOTARY PUBLIC SEAL


DATE COMMISSION EXPIRES

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## Application For Continued Enrollment:

Form TVC-ED-2 is the Texas Hazlewood Act Exemption Application For Continued Enrollment. This form is completed by the student and submitted to their school Hazlewood administrator. It notifies the school of the child's intention to continue using Hazlewood for the upcoming semester. At a minimum, the form is completed and submitted annually (see 40 TAC [§461.100\(b\)](#)). Students who withdraw for at least one long semester or who are incoming transfer students should instead submit Form TVC-ED-1; including all supporting documents.

*\*Note: By statute, a complete Hazlewood application must be submitted with updated supporting documents, if needed, at least once a year. The Continuation form does not require the veteran's signature.*



**Texas Hazlewood Act Exemption Application  
For Continued Enrollment \***

TVC-ED-2  
Updated 08DEC21  
Page 1 of 1

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For (Term) \_\_\_\_\_ (Year) \_\_\_\_\_ at (Institution) \_\_\_\_\_

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

Student's Name: \_\_\_\_\_  
Last Name First Name MI

Student's SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Student's School ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

I am applying as (check only one):  
☐ a Veteran ☐ a Legacy Child ☐ a Child ☐ a Spouse

---

To qualify for the Hazlewood Exemption, the Veteran, child or spouse cannot be in default on a loan that is made or guaranteed by the state of Texas. State loans can be viewed at <http://www.hhloans.com/>.

Does the Veteran, child, or spouse have a loan through the Texas Higher Education Coordinating Board?  
☐ Yes ☐ No

If yes, is the loan in default status?  
☐ Yes ☐ No ☐ Not Applicable

---

I am applying for continuation of the exemption from payment of tuition and fees under Texas Education Code §54.341, (The Hazlewood Act). I understand that I may be entitled, under the law, to this exemption for up to 150 semester credit hours at Texas public institutions of higher education. For the purpose of accounting for the total number of hours for which I receive this exemption, I grant permission to any institution in which I have enrolled or will enroll to release credit hour information to the Texas Veterans Commission and the Texas Higher Education Coordinating Board, and further grant permission to the Commission and Board to share such information with any institution that I might attend. I certify that I still meet the requirements in Part D or, if a Legacy Child, Parts D and E of my initial Texas Hazlewood Act Exemption Application (Form TVC-ED-1).

I have previously used \_\_\_\_\_ hours under the Texas Hazlewood Act Exemption.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

\* This form will not be used for initial application for the Hazlewood Exemption, but may be used for enrollment of students subsequent to initial enrollment at the school in which the student is currently and consistently enrolled. If a break in enrollment or change of school occurs then the complete Hazlewood Exemption application must be completed.

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## Tuition Deferment Request for Eligible Texas Veterans and Their Families

Pursuant to Tex. Ed. Code §56.0065 (H.B. 846, 85th(R), effective Sept. 1, 2017)

TVC-ED-6  
Updated 08DEC21  
Page 1 of 2

**\*Submit to the institution of higher education you are attending, not the Texas Veterans Commission\***

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

For (Term) \_\_\_\_\_ (Year) \_\_\_\_\_ at (Institution) \_\_\_\_\_

**Purpose:** The purpose of this form is to "prescribe a standard deferment request form... [for] a student eligible for state or federal military related student financial assistance programs for military veterans or their family members... to defer payment of tuition and fees if the receipt of military related financial assistance awarded to the student is delayed by less than 60 days" (H.B. 846, 85th(R)). *This form will be used by all institutions of higher education and private institution of higher education (IHE) in Texas.*

### Category of State or Federal Veterans' Education Benefit or Assistance Using (Check All That Apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Montgomery GI Bill (Ch 30)                       | <input type="checkbox"/> Montgomery GI Bill-Selected Reserve (Ch 1606)    |
| <input type="checkbox"/> Vocational Rehabilitation (Ch 31)                | <input type="checkbox"/> Reserve Educational Assistance Program (Ch 1607) |
| <input type="checkbox"/> Post-9/11 GI Bill (Ch 33)                        | <input type="checkbox"/> Fry Scholarship                                  |
| <input type="checkbox"/> Dependents' Educational Assistance (DEA) (Ch 35) | <input type="checkbox"/> Tuition Assistance                               |
| <input type="checkbox"/> Hazlewood Act                                    | <input type="checkbox"/> Child of POW/MIA                                 |
| <input type="checkbox"/> Non-Resident Waiver                              | <input type="checkbox"/> Other: _____                                     |

**Background:** Provide an explanation that describes why you need a tuition and fee deferment. Include any information on any attempts you have made to rectify the situation. This will allow IHE representatives to better assist you with your application to use Department of Veterans Affairs (VA) or State of Texas military related financial assistance. Attach additional sheets if necessary.

**\*Submit to the institution of higher education you are attending, not the Texas Veterans Commission\***

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## Tuition Deferment Request for Eligible Texas Veterans and Their Families

Pursuant to Tex. Ed. Code §56.0065 (H.B. 846, 85th(R), effective Sept. 1, 2017)

TVC-ED-6  
Updated 08DEC21  
Page 2 of 2

**\*Submit to the institution of higher education you are attending, not the Texas Veterans Commission\***

In requesting a deferment of payment of tuition and fees, my initials preceding the statements below certify my understanding of each item.

X\_\_\_\_\_ I have verified my remaining entitlement of one or more of the veterans' benefits or assistance programs checked on Page 1. I believe my eligibility and anticipated funding to be sufficient to cover the tuition and fees for this term;

X\_\_\_\_\_ I understand that this deferment does not pay my tuition and fees, but it allows me an extension of time up to 60 days from the first day of the semester or term to pay tuition and fees in full;

X\_\_\_\_\_ I have formally requested an enrollment certification through my IHE VA Certifying Office and/or other applicable office for processing tuition exemptions and waivers and expect to receive the applicable benefit for the current term;

X\_\_\_\_\_ I understand that if I do not receive the education benefit checked above that I am still required to pay all tuition and fees to the IHE I am attending and withdrawal after the first day of classes does not eliminate this obligation;

X\_\_\_\_\_ I understand that the tuition and fees being deferred are subject to my IHE's late and refund policies if not received by the 60th day from the first day of the semester or term;

X\_\_\_\_\_ I understand that all academic records and enrollment registration may be held if all financial obligations to the college are not settled in a timely manner;

X\_\_\_\_\_ I understand that my tuition and fees must be paid in full no later than 60 days from the first day of class of the semester or term before I will be allowed to register for classes for subsequent terms;

X\_\_\_\_\_ I understand that my eligibility for tuition and fee deferments under Tex. Ed. Code §56.0065 may terminate if I do not follow applicable rules and regulations or otherwise fail to act in good faith and to the best of my ability with timely and reasonable payment(s) of tuition and fees.

I certify that all of the above information on all pages is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_

**\*Submit to the institution of higher education you are attending, not the Texas Veterans Commission\***

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## Sample Documentation Checklist

Form TVC-ED-4, a documentation checklist, will guide students through the Hazlewood application process. It is a single page; it is printed as the first page of the Hazlewood application.

Your IHE may alter the document with school logos, highlighting existing text for emphasis, or informing the student of your school policies that are specific to their Hazlewood application (i.e., proof of residency documents).

The TVC checklist has active links to direct the veteran and student to the correct VA link to request a *VA Certificate of Eligibility (denial letter" for Chapter 33)*, to the *IRS for a tax transcript*, or to *National Archives to request a copy of the veteran's DD-214*.

### Links:

Request copy of DD-214

- [National Archives](#)
- [milConnect](#)
- Mail or fax a Request About Military Records (Standard Form SF 180) to the National Personnel Records Center (NPRC): [SF 180 \(PDF\)](#)

List of Texas Public Universities:

- [Texas Colleges and Universities](#)
- [Texas Higher Education Coordinating Board: College for all Texans](#)



## Factors to Consider

It is in the IHEs' interest to ensure that student records in the Hazlewood Act database are accurate. The Legislative Budget Board (LBB) makes annual disbursements to institutions based on the annual cost of Legacy students' exempted tuition as indicated in the Hazlewood Database.

Having an accurate database ensures that veterans and/or students get the maximum use of their entitlement. An accurate count ensures that veterans and students do not access more hours than they are entitled to use. IHEs are encouraged to periodically audit their semester reports and make any changes necessary.

## Reporting Courses in Continuing Education Units

Effective May 25, 2016, courses exempted under the Hazlewood Act that are measured in Continuing Education Units (CEUs) shall be reported into the Hazlewood Database after conversion to semester credit hours (SCH). The formula for converting is in Rule [§461.120\(c\)\(2\)](#) as:

$$1 \text{ CEU} = .625 \text{ SCH}$$

After converting CEUs to SCHs, Rule [§461.120\(c\)\(3\)](#) requires any fraction of an SCH up to the nearest whole number.

For example. A student takes a formula-funded continuing education course that is 45 (CEUs) x .625 = 28.125. Rounding up to the nearest whole number means that the amount reported into the Hazlewood Database is 29 SCH.

## "Stacking" Hazlewood Act and the GI Bill®

The use of VA educational benefits and the Hazlewood Act together is called "[stacking](#)." Stacking occurs under two scenarios: a student has the Post-9/11 GI Bill® at less than the 100% rate or a student has eligibility for another GI Bill® benefit.

The Hazlewood Act statute, specifically Tex. Ed. Code [§54.341\(e\)](#), requires individuals who are eligible for the Post-9/11 GI Bill® (Chapter 33) to use the benefit before using the Hazlewood Act. Individuals eligible at the 100% rate, there is no tuition left over to exempt. Individuals eligible at the 90% rate or less, the GI Bill® essentially becomes the "first payer" of tuition; the Hazlewood Act can then cover the remaining balance of tuition and fees. When stacking Hazlewood Act in this situation, IHEs should start with the proportion of the actual cost



exempted by the Hazlewood Act to the total amount of tuition and fees eligible to be exempted if the student was not stacking. The percentage of tuition and fees exempted is then multiplied by the total number of credit hours taken in the term with the result rounded up to the nearest whole number, as required by Rule [§461.30\(h\)](#).

For example:

A student is taking 12 SCH with the total amount of tuition and fees, as defined by Rule [§461.30](#), of \$6,500. The amount of tuition exempted by the Hazlewood Act is \$2,800. The percentage of tuition exempted ( $\$2,800 / \$6,500$ ) is 43%. 43% of 12 SCH is 5.16 SCH. Rule [§461.30\(h\)](#), 6 SCH is then reported in the Hazlewood Act Database for the Hazlewood hours exempted and 6 SCH for federal hours.

Rule [§461.30\(f\)](#) allows students eligible to “stack” more than one VA educational benefit or use at the same time. Those benefits include the Montgomery GI Bill®- Active Duty (Chapter 30), Montgomery GI Bill®- Selected Reserve (Chapter 1606), and Dependents’ Educational Assistance (DEA, or Chapter 35). The rule also allows a person who is eligible for more than one benefit to choose which benefit they will use.

### Veterans Education Service Center Staff Interface


The Veterans Education Interface allows authorized TVC employees to view student data and run reports on student use. *TVC employees have viewing privileges for student data only; IHE staff assigned with the Submitter role may originate, modify, and delete student records.*

### Supporting Documents to Determine Hazlewood Act Eligibility

The following section guides the applicant and SCO over supporting documentation to determine an applicant’s eligibility for the Hazlewood Act. IHEs can, at their discretion, use other than what is listed here. If an IHE thinks the documentation that the applicant has submitted is not sufficient, an IHE has the right to request additional information from the applicant (see 40 TAC [§461.90\(d\)](#)).

## Hazlewood Act Exemption Policy Advisory 2014-01

During the application process, many veterans, including spouses, children, and dependents will include different variants of a veterans Department of Defense 214's (DD-214) separation document as part of their supporting documents. The importance of the following is to guide, highlight, and teach IHE staff the differences and what to look for while an application is under review before adjudication.

<p><b>ELISEO "AL" CANTU, JR.</b> Major, US Army (Retired) Chairman</p> <p><b>JAMES H. SCOTT</b> Colonel, USAF (Retired) Vice Chairman</p> <p><b>THE REV. RICHARD A. McLEON, IV</b> US Army Veteran Secretary</p>	 <b>TEXAS VETERANS COMMISSION</b> VETERANS EDUCATION Stephen F. Austin Building 1700 N. Congress Ave, Suite 450, Austin, Texas 78701 Phone: (877) 898-3833   Fax: (512) 463-3932 Email: Education@tvc.texas.gov	<p><b>DANIEL P. MORAN</b> Captain, USMC (Retired) Member</p> <p><b>J.K. "JAKE" ELLZEY</b> Commander, US Navy (Retired) Member</p> <p><b>THOMAS P. PALLADINO</b> Colonel, US Army (Retired) Executive Director</p>
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### Hazlewood Act Exemption Policy Advisory 2014-01

Reference: Guidance on Determining Qualifying Service on DD Form 214, 40 TAC § 461.20(13)

Purpose: To provide guidance on how to interpret a DD Form 214 to determine if a veteran has qualifying service for the Hazlewood Act Exemption.

The DD Form 214 is the primary document used to determine a veteran and, through him or her, a spouse or child qualifies for the exemption. It is used to verify the following qualifications:

1. Home of Record or Place of Entry into Active Duty is Texas.
2. An "honorable discharge".
3. At least 181 days of qualifying service.

Generally, the Member – 4 copy of the DD Form 214 should be used to verify a veteran's qualification for the Hazlewood Act Exemption. If a veteran has lost his or her Member – 4 copy, the other permissible copies of the DD Form 214 are:

- Service – 2
- Veterans Administration – 3
- Department of Labor – 5
- State Director of Veterans Affairs – 6
- Service – 7
- Service – 8

The Member – 1 copy is not permissible copy because it does not contain Block 24, Character of Service in the Special Additional Information section (*see sample DD Form 214, pg. 2 for this and all references to the form*) which indicates if the veteran's service was honorable as required by statute. The NA Form 1038, Certification of Military Service can be used to prove honorable service only if the National Archives has confirmed in writing that they do not have a copy of the veteran's DD Form 214.

Each service has different methods in completing the DD Form 214. Even within the same service, different installations within that service may have slightly different terms or methodology. Therefore, the following general guidance should be considered for each qualification. Schools should contact the Texas Veterans Commission if they have any questions.

*The Texas Veterans Commission does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or providing services.*

Sample DD Form 214, Member - 4 Copy

Required Qualification: Home of Record or Place of Entry into Active Duty is Texas

In the current DD Form 214, the Home of Record at Time of Entry is indicated in Block 7b and the Place of Entry into Active Duty is indicated in Block 7a. At least one of these must have Texas listed. If neither block lists Texas, then the burden of proof is on the veteran to prove that he or she would have qualified for resident tuition according to the procedures of Subchapter B, Tex. Ed. Code § 54. A copy of a high school diploma or a transcript with a graduation or withdrawal date less than one year prior to the date the veteran entered active duty is sufficient to meet the above requirement. The verification of proof of Texas residency documentation ultimately rests with the school.

Required Qualification: An "Honorable Discharge"

Honorable discharge is in quotes because technically, most veterans with a DD Form 214 are being released from active duty with an additional service obligation and not discharged, which means the veteran has no additional service obligation. For Hazlewood qualifying purposes, this distinction is irrelevant and discharge is a general term that indicates a veteran has received a DD Form 214. In the current DD Form 214, an honorable discharge is indicated by the Character of Service in Block 24.

The current authorized entries in Block 24 (according to DoDI 1336.01, Aug. 20, 2009) along with qualification status are:

- Honorable – Qualifying service for the Hazlewood Act Exemption.
- Under Honorable Conditions (General) – Qualifying service for the Hazlewood Act Exemption.
- Under Other Than Honorable Conditions – Not qualifying service for the Hazlewood Act Exemption.
- Bad Conduct – Not qualifying service for the Hazlewood Act Exemption.
- Dishonorable – Not qualifying service for the Hazlewood Act Exemption.
- Uncharacterized – Not qualifying service for the Hazlewood Act Exemption.

Sometimes, the characterization of service is listed as "General" or "Under Honorable Conditions". These two characterizations are acceptable for qualifying service, as well as any other wording that indicates the service was honorable. Uncharacterized service is not acceptable because that characterization is only given to individuals who separate prior to completing 180 days of military service, or when discharge action was initiated prior to 180 days of service. This type of discharge does not attempt to characterize service as good or bad. As such, it cannot be definitively termed as honorable.

Required Qualification: At Least 181 days of Qualifying Service

The veteran's service component may impact his or her eligibility for the Hazlewood Act Exemption. Each service of the Armed Forces of the United States has two different components: a Regular (or Active) component and a Reserve component (in two cases, two Reserve components). For the Army, the Regular component is the United States Army (USA) and the Reserve components are the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR). For the Marine Corps, the Regular component is the United States Marine Corps (USMC) and the Reserve component is the United States Marine Corps Reserve (USMCR). For the Navy, the Regular Component is the United States Navy (USN) and the Reserve component is the United States Navy Reserve (USNR). For the Air Force, the Regular component is the United States Air Force and the Reserve components are the Air National Guard of the United States (ANGUS) and the United States Air Force Reserve (USAFR). For the Coast Guard, the Regular component is the United States Coast Guard (USCG) and the Reserve

component is the United States Coast Guard Reserve (USCGR). The current version of the DD Form 214 lists the veteran's component in Block 2.

The United States Public Health Service (PHS) Commissioned Corps and the National Oceanic and Atmospheric Administration (NOAA) Commissioned Corps are classified as uniformed services and not Armed Forces. Therefore, service as a PHS or NOAA commissioned officer does not qualify an individual for the Hazlewood Act Exemption.

Additional service that is not qualifying because it is considered equivalent to initial entry training under 40 TAC § 461.20(11) includes:

- One Station Unit Training (OSUT) (Army).
- Officer Candidate School (OCS) (Army, Navy, Coast Guard), Officer Candidates School (Marine Corps), Officer Training School (OTS) (Air Force).
- Cadet or Midshipman at the United States Military Academy, United States Naval Academy, United States Air Force Academy, United States Coast Guard Academy, or United States Merchant Marine Academy.
- Cadet Candidate or Midshipman Candidate at the United States Military Academy Preparatory School, Naval Academy Preparatory School, United States Air Force Academy Preparatory School, or any other service academy preparatory program.

Evaluation Methodology for Regular Components:

- Most veterans that have only one Regular component DD Form 214 will have a Net Active Service This Period (Block 12c of the current DD Form 214) of at least the minimum standard enlistment. For most services, this is three years; it is four years in the USMC. You can generally assume that a regular component veteran that has active service at least or in excess of the minimum standard enlistment meets the 181 day requirement for the Hazlewood Exemption. This is true for both enlisted and officer veterans.
- For veterans who did not serve the minimum standard enlistment, check Block 11, Primary Specialty, to determine how long the veteran served in his or her military occupational specialty. If the time period listed in that specialty is greater than 181 days (it will probably be listed in months, so if it lists six months, you may have to count out start and end dates) then that person should qualify.

Evaluation Methodology for Reserve Components:

- Generally, a veteran whose entire military career has been in a Reserve component will need at least two DD Form 214s to qualify for the Hazlewood Exemption. This is because the first DD Form 214 that a Reserve component service member receives is when he or she is released from active duty to his or her Reserve unit upon completion of initial training. When the service member is mobilized for a contingency operation, then he or she will then receive a second DD Form 214 reflecting the additional active service. This active service as well as any active service on subsequent DD Form 214s should be used to calculate the 181 day minimum.
- There are exceptions to the above generalization. For instance, soldiers in the Army National Guard and Army Reserve in the Split Training Option program attend basic training in between their junior



and senior year of high school. They then attend Advanced Individual Training in the summer after they graduate from high school. In this case the soldiers will have two DD Form 214s but will need at least a third DD Form 214 in order to meet the 181 day minimum.

- An additional exception to the generalization is when a Reserve component service member completes initial entry training and then immediately transitions into a Reserve component full-time support program. These programs have a variety of names, such as the Active Guard Reserve program (Army and Air Force), Full-Time Support (Navy), Active Reserve (Marine Corps), and Reserve Program Administrators (Coast Guard). In this case, the veteran's DD Form 214 should be treated the same as a Regular component veteran's DD Form 214.

Abbreviations for components can be complicated and the methodology varies by service and has changed over the years. Current examples are:

RA:	Regular Army	USMCR:	Marine Corps Reserve
USMC:	Regular Marine Corps	USNR:	Navy Reserve
USN:	Regular Navy	USNFR:	Fleet Reserve
USAF:	Regular Air Force	ANGUS:	Air National Guard
USCG:	Regular Coast Guard	USAFR:	Air Force Reserve
ARNGUS:	Army National Guard	USCGR:	Coast Guard Reserve
USAR:	Army Reserve		

#### Other Factors for Consideration

The Tex. Ed. Code § 54.341(a)(4) states that veterans applying for the Hazlewood Act Exemption must be "honorably discharged". Therefore, the Separation Date This Period in Block 12b must be before the start date for the term the exemption is being used.

When evaluating a DD Form 214 for a Texas Army National Guard or Air National Guard member, the service indicated must be under Title 10, United States Code (Federal Duty). Service under Title 32, United States Code (State Duty) should not be considered qualifying service.

Interpretation of Hazlewood eligibility status can be a complicated issue. Schools are encouraged to contact the Texas Veterans Commission if they have any questions. Any students who are currently enrolled and granted the exemption, and who are affected by this advisory may continue to receive the exemption as long as they stay continuously enrolled across two long semesters (Fall, Spring).

/s/  
Rufus Coburn  
Director

RC:cb:HL:S9999-12-HAE: 461.20(13)

Posted: June 18, 2014

### NA Form 13038, Certification of Military Service

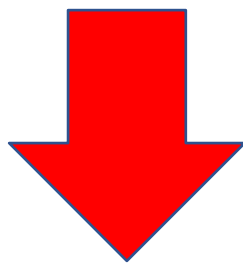
In limited circumstances, the veteran and or dependent may submit a form NA 13038, Certification of Military Service, to demonstrate eligibility for the Hazlewood Act Exemption.

The form NA 13038 should be used to prove a veteran's service only if the National Personnel Records Center of the National Archives has confirmed in writing that it does not have a copy of the veteran's DD Form 214 (*see Sample National Personnel Records Center Cover Letter and NA Form 13038 on the following two pages for this and all references to the form in this section*). Most commonly, the reason that the National Archives does not have a DD Form 214 is because of the National Personnel Records Center fire of 1973 in St. Louis, Missouri. However, it is uncommon for the National Archives to not have a veteran's DD Form 214 from more recent periods as well.

The NA Form 13038 is sent to the veteran or next-of-kin with a cover letter from the National Personnel Records Center that states why a DD Form 214 is not available or that the illegible DD 214 submitted by the applicant is the only one available. This cover letter should accompany the NA Form 13038 with the student's application to explain why the DD Form 214 is not being used as a supporting document.

Note that for Hazlewood Act eligibility, the NA Form 13038 only verifies the "honorable discharge" and 181 days of active-duty requirements for qualification. The burden of proof is on the veteran and/or dependent to demonstrate that the veteran was a Texas resident on the date of entry into active duty.

### Sample NA Form 13038



Sample National Personnel Records Center Cover Letter



**National Personnel Records Center**

Military Personnel Records, 9700 Page Avenue St. Louis, Missouri 63132-5100

RE: Veteran's Name: [REDACTED]  
SSN/SN: [REDACTED]  
Request Number: [REDACTED]

Dear Sir or Madam:

Thank you for contacting the National Personnel Records Center. Copies of the requested separation documents are enclosed. Separation documents may include the following information: the type and character of discharge, authority and narrative reason for separation, reenlistment eligibility code, and separation program designator/number. If you require copies of the separation documents that do not contain this information, "deleted" copies must be requested from this Center. A seal has been affixed to the separation documents to attest to their authenticity.

We regret the photocopy from 1985 is a deleted separation document; however, it is the best that we can obtain. A seal has been affixed to the separation document to attest to its authenticity. Therefore, we are also enclosing NA Form 13038, *Certification of Military Service*, in addition to the veteran's separation document. This will verify the veteran's military service and it may be used for any official purpose.

If you have questions or comments regarding this response, you may contact us at 314-801-0800 or by mail at the address shown in the letterhead above. If you contact us, please reference the Request Number listed above. If you are a veteran, or a deceased veteran's next of kin, please consider submitting your future requests online by visiting us at <http://vetrecs.archives.gov>.

Sincerely,

RYAN RECKMANN  
Archives Technician (3A)

Enclosure(s)



**We Value Our  
Veterans' Privacy**  
*Let us know if we have  
failed to protect it.*

National Archives and Records Administration  
<http://www.nara.gov/regional/stleuis.html>



UNITED STATES OF AMERICA



*Certification of  
Military Service*

\*\*\*\*\*

*This certifies that*

[REDACTED]

*was a member of the*

Regular Army

*from*

[REDACTED]

*to*

[REDACTED]

*Service was terminated by*

Honorable Release from Active Duty

*Last Grade, Rank, or Rating*

Specialist Four

*Active Service Dates*

Same As Above

Date of Birth: [REDACTED] Place of Birth: [REDACTED]

\*\*\*\*\*

Given at St. Louis, Missouri on 1/25/11

National Personnel Records Center  
(Military Personnel Records)  
National Archives and Records Administration



THE ARCHIVIST OF THE UNITED STATES IS THE PHYSICAL CUSTODIAN OF THIS PERSON'S MILITARY RECORD

*This Certification of Military Service is issued in the absence of a copy of the actual Report of Separation or its equivalent. This document serves as verification of military service and may be used for any official purpose. Not valid without official seal.*

### DD Form 1300, Report of Casualty

A Spouse or Child who qualifies in his or her own right for the Hazlewood Act (not a Legacy Child) is required to provide “proof that the veteran's death (DD Form 1300) or disability (VA rating decision letter) was a result of an injury or illness directly associated with active duty military service” (40 TAC [§461.90\(b\)\(1\)](#)). Since service members who die while on active duty are not issued a DD Form 214, nor will a VA Summary of Benefits Letter ever be issued to the veteran, institutions should instead use a DD Form 1300, Report of Casualty to determine the applicant’s eligibility.

The DD Form 1300 (*see Sample DD Form 1300 on the following page*) is issued by military service to officially record the death, or missing status, of military personnel. The form is given to the next of kin as designated by the service member. The DD Form 1300 contains the necessary information for the Spouse or Child’s eligibility for the exemption:

1. Place of Entry (Block 6a) or Home of Record at Time of Entry (Block 6c) into active duty in Texas; and
2. Status (Block 4b) and Category (Block 4c) of:
  - Deceased / Accident;
  - Deceased / Died of Wounds;
  - Deceased / Homicide;
  - Deceased / Illness;
  - Deceased / Killed in Action;
  - Deceased / Terrorist;
  - Deceased / While Captured;
  - Deceased / While MIA; or
  - Missing / Missing in Action.

Additionally, information in Block 4(f), Circumstances, and Block 4(g), Duty Status should indicate the service member was in an honorable duty status at the time of death. Institutions should direct any questions on the service member’s duty status or any other DD Form 1300 entry to the Texas Veterans Commission.

If the Hazlewood Act applicant no longer has the DD Form 1300 given by the casualty assistance officer to the primary next of kin, then the applicant will need to obtain a copy from the National Personnel Records Center of the National Archives.

It is important to note that there is no age limit for a Child or Spouse who qualifies for the exemption under this category.

# Sample of DD 1300

<b>REPORT OF CASUALTY</b>		REPORT CONTROL SYMBOL DD-P&R(AR)1664	
1. REPORT TYPE		2. DATE PREPARED	
<b>3. SERVICE IDENTIFICATION</b>			
a. NAME (Last, First, Middle and Suffix)	b. SOCIAL SECURITY NO.	c. RANK	d. PAY GRADE
e. OCCUPATIONAL CODE/RATING			
f. COMPONENT	g. BRANCH	h. ORGANIZATION	
<b>4. CASUALTY INFORMATION</b>			
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY
e. PLACE OF CASUALTY			
f. CIRCUMSTANCES			
g. DUTY STATUS			
h. BODY RECOVERED			
<b>5. BACKGROUND INFORMATION</b>			
a. DATE OF BIRTH	b. PLACE OF BIRTH	c. COUNTRY OF CITIZENSHIP	
d. RACE			
e. ETHNICITY			
f. SEX			
g. RELIGIOUS PREFERENCE			
<b>6. ACTIVE DUTY INFORMATION</b>			
a. PLACE OF ENTRY	b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY	
<b>7. INTERESTED PERSONS/REMARKS</b> (Name, Address, and Relationship) (Continue on separate sheet, if necessary)			
<p>FOOTNOTES: 1. Adult next of kin. 2. Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3. Beneficiary for unpaid pay and allowances - as designated on record of emergency data.</p>			
<b>8. REPORTING INFORMATION</b>			
a. COMMAND AGENCY			b. DATE RECEIVED
9. DISTRIBUTION		10. SIGNATURE ELEMENT	
<p>NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.</p>			
DD FORM 1300, MAR 2004		PREVIOUS EDITION MAY BE USED.	
Reset			

## Spouse Verification Documents:

To demonstrate that a recipient is a spouse of the veteran, the applicant must submit one of the following documents (see 40 TAC [§461.90\(b\)\(4\)](#)):

### Marriage Certificate

A copy of the marriage certificate or license should be issued and certified by an authorized government official. In Texas, that official is the county clerk where the marriage license was obtained. It may be a different official in other states.

Under the Texas Family Code, Chapter 2, [Subchapter E](#), informal (“common-law”) marriage has the same legal validity as a ceremonial marriage. For common-law marriages, a Declaration and Registration of Informal Marriage is issued instead of marriage a certificate. This document should be issued and certified by the county clerk, also.

### Federal Income Tax Return

Rule [§461.20\(11\)](#) defines a federal income tax return as an “IRS Transcript of Tax Return for that particular year.” A veteran can obtain the transcript by following the procedures at <https://www.irs.gov/individuals/get-transcript>. IRS transcripts will illustrate the marital status of the veteran.

### Factors to Consider

A certified copy of a marriage certificate is not required.

The marriage between the veteran and spouse should be legally recorded. Divorce severs the link between the veteran and spouse; an ex-spouse(s) should not be considered eligible. Surviving spouses remain eligible for life unless they remarry.

## Child and Legacy Child Verification Documents:

To demonstrate that a child is eligible for the Hazlewood Act or able to use a veteran’s hours under Hazlewood Legacy (Child), 40 TAC [§§461.90\(b\)](#), [461.90\(c\)](#) the following are authorized documents to demonstrate the applicant is the veteran’s child: a birth certificate, a marriage certificate between the veteran and child's birth or adoptive parent, an adoption certificate, and the veteran's federal income tax return

### Birth Child

A birth certificate is a document required by the administrative rules to demonstrate an applicant is the birth child of the veteran. The birth certificate should be an official one from a county clerk or other government authority and *not a souvenir birth certificate issued by the hospital*. A certified birth certificate is not required.

### Stepchild

The administrative rules require a birth certificate and marriage certificate between the child's birth parent and the veteran. The birth and marriage certificates should be official ones from a county clerk or other governmental authority and *not a souvenir certificate*. A divorce between the veteran and the birth parent severs the link between the veteran and the child; ex-stepchildren should not be considered eligible.

### Adopted Child

For adopted children, an adoption certificate is a document required by the administrative rules to demonstrate the applicant is the adopted child of the veteran. This should include court documents finalizing the child's adoption, legalized, and/or notarized documents that prove the adoption is legal. In many cases, an adopted child is issued a new birth certificate. Those cases should be processed as with a birth child.

### IRS Tax Dependent

The veteran may submit a copy of their previous years' income tax transcripts. A veteran may acquire their tax transcripts by logging into their [IRS Account](#) or by obtaining a copy of the IRS Form 4505-T and sending it to the IRS for their transcript copy. Each year the child remains the veteran's IRS tax dependent, the veteran must submit the most current IRS tax transcript to the child's school Hazlewood administrator. If the child begins to work or marries and is no longer the veteran's IRS tax dependent, the child may no longer share the veteran's Hazlewood tuition exemption.

### Factors to Consider for Children Eligibility

Institutions may accept other documentation to demonstrate child dependency at their discretion. Possible other documentation includes court-ordered guardianship paperwork, blood test results, a dependent identification card for children of a retired veteran, or VA eligibility paperwork (for example certificate of eligibility for a VA educational benefit – VA Form 22-1990e).

Sometimes, veterans who are recalled to active duty and deployed may give a spouse or other person power of attorney to sign paperwork instead of the veteran. TVC encourages IHEs to accept the power of attorneys for deployed veterans, however, it is not obligated to accept them. Contact your institution's general counsel office if you are unsure about the validity of a power of attorney.

A child's marriage does not affect eligibility for the Hazlewood Act if the child is a birth child, stepchild, or adopted child. Generally, married persons are not claimed as dependents for federal income tax purposes and therefore marriage can affect their eligibility.

In cases where the veteran is deceased, Rule [§461.70\(a\)](#) allows the veteran's spouse, or the child's conservator, guardian, custodian, or another legally designated caretaker to sign in place of the veteran. Especially in cases where the veteran has no surviving spouse and has multiple children with multiple parents, it is difficult to determine who is authorized to sign. IHE should process all applications to use the benefit where a designee has signed in place of the veteran as normal unless the IHE believes that the application is not being made in good faith. If the IHE believes that a student and/or veteran designee is committing fraud, Rule [§461.90\(d\)](#) authorizes the IHE to request additional information as it sees fit.

Rule [§461.70\(d\)\(1\)](#) requires a Legacy child to be "25 years of age or younger on the first day of the semester or other academic term for which the exemption is claimed." For Hazlewood Act purposes, IHEs should consider the student's first day of class as the first day of the semester, regardless of what is listed as the semester start day in the IHE academic calendar. If a student is claiming an exception to this requirement under Rule [§461.70\(d\)\(2\)](#) due to a severe illness or other debilitating condition, it is under the IHE's discretion to grant or deny the exception; TVC will play no part in any appeal.


#### VA Summary of Benefits Letter

A Spouse or Child who qualifies in his or her own right for the Hazlewood Act (not a Legacy Child) is required to provide "proof that the veteran's death (DD Form 1300) or disability (VA rating decision letter) was a result of an injury or illness directly associated with military service" (40 TAC [§461.90\(b\)\(1\)](#)).

Institutions can accept any documentation from the VA at their discretion to demonstrate that the veteran's death or disability was directly associated with military service. The VA Summary of Benefits Letter (*see Sample VA Summary of Benefits Letter on the following page*) is preferred use to verify eligibility because it provides all pertinent information for exemption eligibility while maximizing the veteran's privacy.

- Veterans can download a copy of their summary of benefits letter through multiple platforms: MilConnect, [www.VA.gov](http://www.VA.gov), [www.Ebenefits.gov](http://www.Ebenefits.gov), and [www.MyHealth.va.gov](http://www.MyHealth.va.gov) (download phone app, available for most phone Operating Systems – Apple and Android).

### **Sample VA Summary of Benefits Letter**



**DEPARTMENT OF VETERANS AFFAIRS**  
810 Vermont Ave NW  
Washington, D.C. 20420

December 22, 2021

[REDACTED]  
XXXXXXXXXX  
XXXXXXXXXX

In Reply Refer to:  
XXXXXXXXXX  
27/eBenefits

Dear Mr. Lopezmedina:

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as state or local property or vehicle tax relief, civil service preference, to obtain housing entitlements, free or reduced state park annual memberships, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter is considered an official record of your VA entitlement.

Our records contain the following information:

**Personal Claim Information**

Your VA claim number [REDACTED]

You are the Veteran.

**Military Information**

Your most recent, verified periods of service (up to three) include:

Branch of Service	Character of Service	Entered Active Duty	Released/Discharged
Marine Corps	Honorable	July 16, 2007	July 23, 2014

(There may be additional periods of service not listed above.)

**VA Benefit Information**

You have one or more service-connected disabilities:	Yes
Your combined service-connected evaluation is:	XXXXXXXXXX
Your current monthly award amount is:	XXXXXXXXXX
The effective date of the last change to your current award was:	December 01, 2021
You are considered to be totally and permanently disabled due solely to your service-connected disabilities:	No

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related



benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

#### How You Can Contact Us

- If you need general information about benefits and eligibility, please visit us at <https://www.ebenefits.va.gov> or <http://www.va.gov>.
- Call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833.
- Ask a question on the Internet at <https://iris.custhelp.va.gov>.

Sincerely,



Cheryl J Rawls  
Assistant Deputy Under Secretary for Field Operations  
Office of Outreach and Stakeholder Engagement



## **Certificate of Eligibility for the Chapter 33 - Post-9/11 GI Bill®**

The Hazlewood Act statute requires individuals with eligibility for the Post-9/11 GI Bill® to use those benefits before using the Hazlewood Act. If the student is eligible for the Post-9/11 GI Bill® at the 100% rate or Fry Scholarship, then that person is required to exhaust that benefit before being granted the Hazlewood Act tuition exemption.

A Certificate of Eligibility (CoE) from VA demonstrates one's eligibility or ineligibility for the Post-9/11 GI Bill®. For Legacy children or the spouse and children of 100% disabled / service-connected death veterans, IHEs can use either the veteran's or the dependents' CoE to demonstrate eligibility or ineligibility for the Post-9/11 GI Bill®. For veterans applying to use the benefit, the CoE should be in the veteran's name.

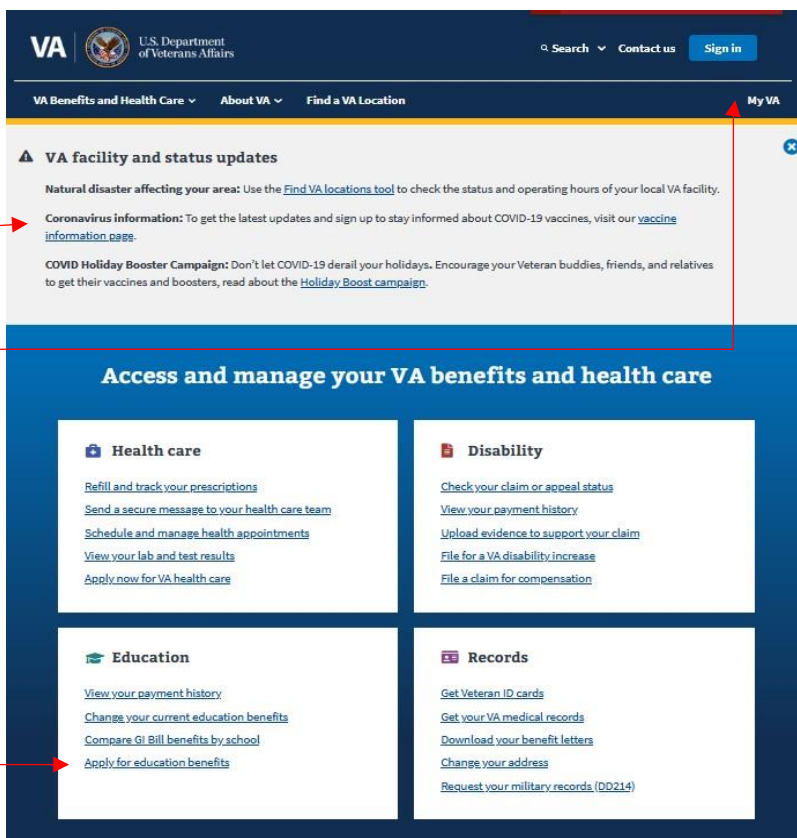
*Note: A veteran applying for Hazlewood with a DD Form 214 that has a separation date after September 10, 2001, and before August 1, 2009, do not need to submit a CoE if the type of separation is listed as "Discharge" or "Retirement" (to include those medically retired, temporary, or permanent). Applying for the CoE online is simple and can be done at the [Vets.gov](https://www.vets.gov) website without creating an account.*

### Step 1:

Click on the link that has been provided within the page. The user will be redirected here..

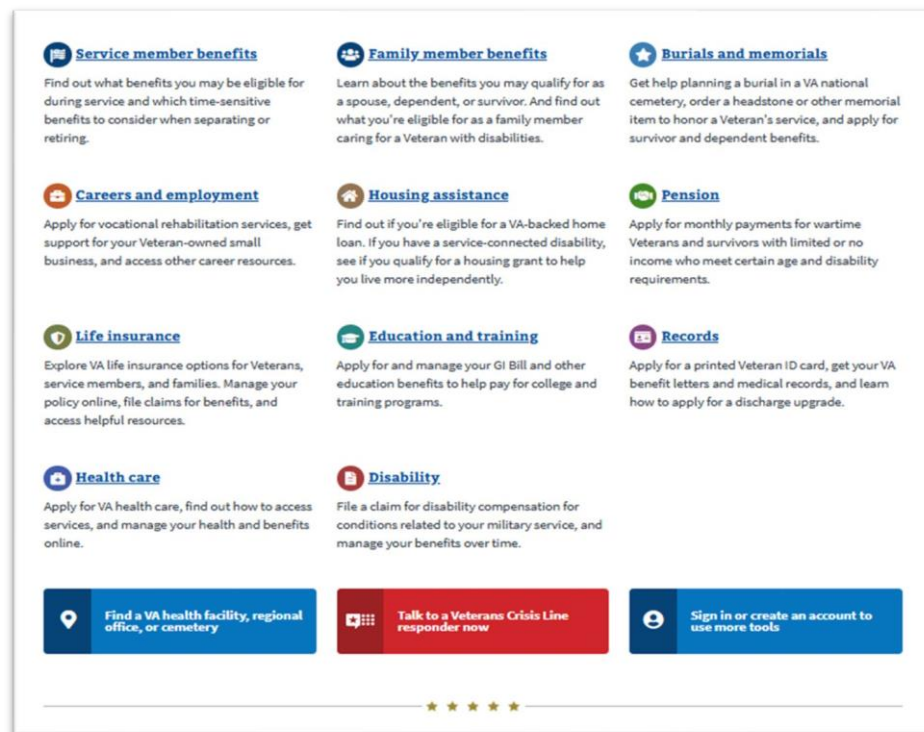
A veteran has the option to sign in or simply apply for his or her VA Educational Benefits.

Please select ***"Apply for Education Benefits"***



Step 1(a):

While the VA.gov website offers access to Healthcare, Disability (Claims), Education and Records contacts and programs. The website (front-page) also covers additional sections. Please take the time to uncover other benefits that you are unfamiliar with.



Step 2:

After selecting “[Apply for Education Benefits](#)” a veteran/user will be redirected to the following page.

After reading the webpage, a veteran/user has the option to apply for his or her VA educational benefits highlighted by the [Green Button](#).

**Education and training**

- Get benefits -
- GI Bill
- Eligibility
- How to apply**
- After you apply
- Veteran Readiness and Employment
- Educational and Career Counseling
- Survivor and dependent benefits
- Other VA education benefits
- Manage benefits +
- More resources +

## How to apply for the GI Bill and related benefits

Find out how to apply for the GI Bill and other VA education benefits as a Veteran, service member, or qualified family member.

### How do I prepare before starting my application?

- [Find out if you're eligible for VA education benefits](#)
- Gather the documents and information listed below that you'll need to apply for education benefits.
- Learn about what benefits you'll get at the school you want to attend.  
[Use the GI Bill Comparison Tool](#)

**Note:** To apply for Veteran Readiness and Employment (Chapter 31) or educational and career counseling through Personalized Career Planning and Guidance (Chapter 36), you'll need to use a different application.

[Find out how to apply for Veteran Readiness and Employment \(Chapter 31\)](#)

[Find out how to apply for educational and career counseling \(Chapter 36\)](#)

### What documents and information do I need to apply?

- Social Security number
- Bank account direct deposit information
- Education and military history
- Basic information about the school or training facility you want to attend or are attending now

### How do I apply?

You can apply online right now. Just answer a few questions, and we'll help you get started with the education benefits form that's right for you.

[Find your education benefits form](#) ▼

Step 2(a):

Clicking the [Green Button](#) will automatically convert to [Blue](#). A question follows, with three available options to choose from.

Please select “Applying for a new benefit” - Post 9/11

## How do I apply?

You can apply online right now. Just answer a few questions, and we'll help you get started with the education benefits form that's right for you.

[Find your education benefits form ^](#)

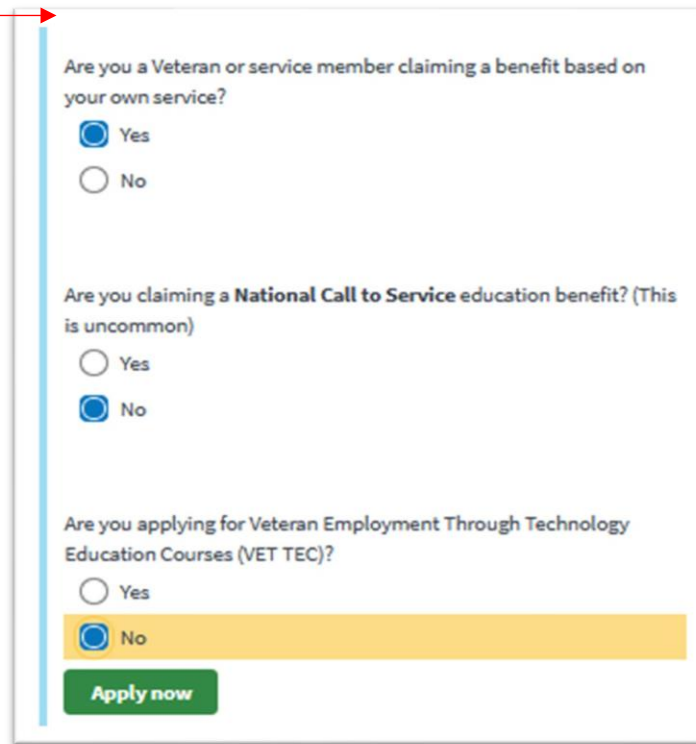
Are you applying for a benefit or updating your program or place of training?

- ☐ Applying for a new benefit
- ☐ Updating my program of study or place of training
- ☐ Applying to extend my Post-9/11 or Fry Scholarship benefits using the Edith Nourse Rogers STEM Scholarship

Select the first option “*Applying for a new benefit*”

Step 2(b):

Complete supplemental questions as seen here....



Are you a Veteran or service member claiming a benefit based on your own service?

☒ Yes

☐ No

Are you claiming a **National Call to Service** education benefit? (This is uncommon)

☐ Yes

☒ No

Are you applying for Veteran Employment Through Technology Education Courses (VET TEC)?

☐ Yes

☒ No

[Apply now](#)

Step 2(c):

Click on the Green Button labeled "*Apply Now*"

Step 3:

Before applying, prepare the items you will need to complete the application listed here....

There are three steps that need to be completed, before acquiring a Certificate of Eligibility (CoE).

Step 3(a):

Click on the [Blue Button](#) labeled *“Sign in start your application”*

## Apply for VA Education Benefits

Equal to VA Form 22-1990 (Application for VA Education Benefits).

### 1 Save time—and save your work in progress—by signing in before starting your application

When you're signed in to your VA.gov account:

- We can prefill part of your application based on your account details.
- You can save your application in progress, and come back later to finish filling it out. You'll have 60 days from the date you start or update your application to submit it. After 60 days, we'll delete the application and you'll need to start over.

**Note:** If you sign in after you've started your application, you won't be able to save the information you've already filled in.

[Sign in to start your application](#)

[Start your application without signing in](#)

Follow the steps below to apply for education benefits.

#### 1 Prepare

To fill out this application, you'll need your:

- Social Security number (required)
- Military history (required)
- Basic information about the school or training facility you want to attend (required)
- Bank account direct deposit information
- Education history

**What if I need help filling out my application?** An accredited representative, like a Veterans Service Officer (VSO), can help you fill out your claim. [Find an accredited representative.](#)

**Learn about educational programs**

See what benefits you'll get at the school you want to attend. [Use the GI Bill Comparison Tool.](#)

#### 2 Apply

Complete this education benefits form.

After submitting the form, you'll get a confirmation message. You can print this for your records.

#### 3 VA review

We usually process claims within 30 days. We'll let you know by mail if we need more information.

We offer tools and counseling programs to help you make the most of your educational options. [Learn about career counseling options](#)

#### 4 Decision

You'll get a Certificate of Eligibility (COE), or award letter, in the mail if we've approved your application.

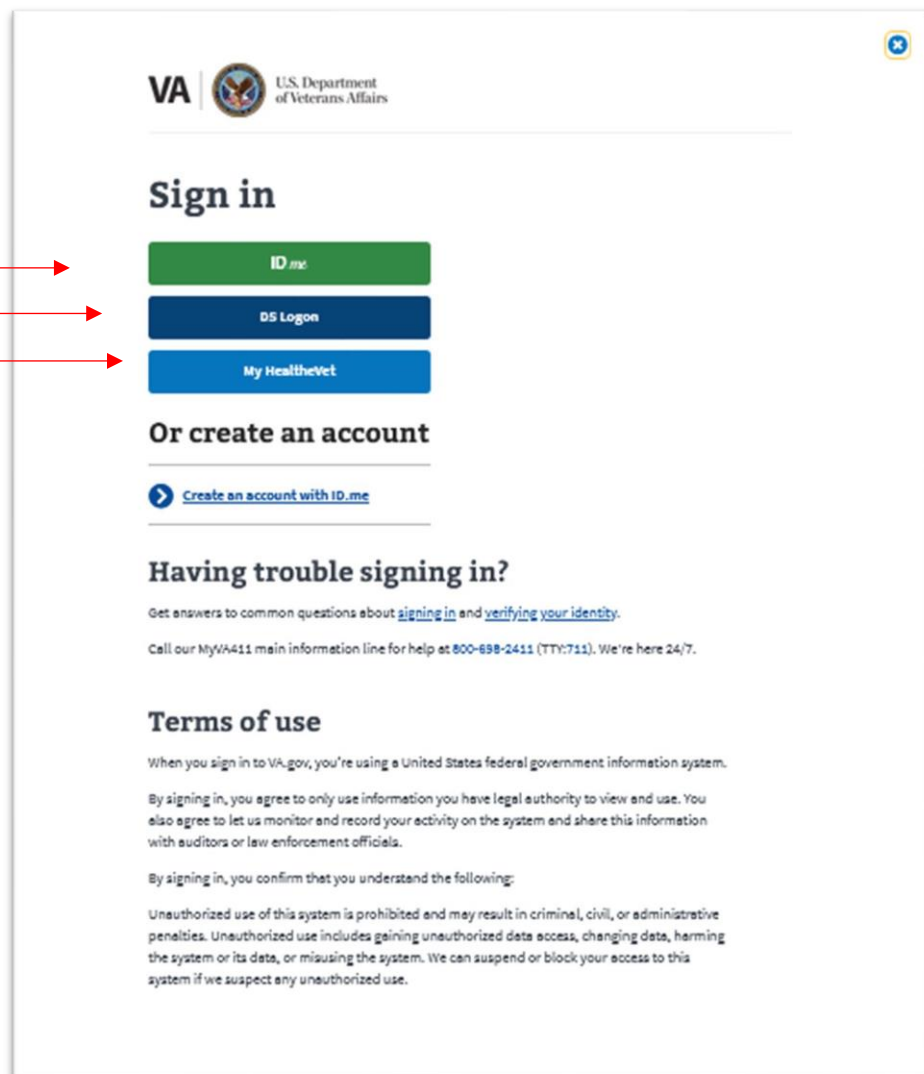
If your application wasn't approved, you'll get a denial letter in the mail.

[Sign in to start your application](#)




### Step 3(b):

Choose which method to login. If you hold in an account with ID.me, DS Logon (Ebenefits accounts), or My HealthVet if you have registered for VA Hospital/Clinic care; use the credentials to login. Whichever credentials used; a veteran/user will be able to complete their application.



The screenshot shows the VA Sign in page. At the top, there is a header with the VA logo and the text "U.S. Department of Veterans Affairs". Below the header, the main heading is "Sign in". Underneath this heading are three buttons: "ID.me" (green), "DS Logon" (dark blue), and "My HealthVet" (blue). Three red arrows originate from the left side of the page and point to each of these three buttons. Below the buttons is the text "Or create an account" followed by a link "Create an account with ID.me". Further down, there is a section titled "Having trouble signing in?" with a link to "Get answers to common questions about signing in and verifying your identity." and a phone number "800-698-2411 (TTY: 711)". At the bottom, there is a section titled "Terms of use" with a paragraph stating "When you sign in to VA.gov, you're using a United States federal government information system." and another paragraph stating "By signing in, you agree to only use information you have legal authority to view and use. You also agree to let us monitor and record your activity on the system and share this information with auditors or law enforcement officials." and a final paragraph stating "By signing in, you confirm that you understand the following: Unauthorized use of this system is prohibited and may result in criminal, civil, or administrative penalties. Unauthorized use includes gaining unauthorized data access, changing data, harming the system or its data, or misusing the system. We can suspend or block your access to this system if we suspect any unauthorized use."

VA | 

Sign in to Manage Your Health Care

# Sign In

My HealtheVet User ID

[Forgot User ID?](#)

My HealtheVet Password

[Forgot Password?](#)


[Show](#)

Sign in

Step 3(c):

Enter the credentials to successfully access your account.

To complete your sign-in, an e-mail will be sent to your inbox, with a code that will complete the multi-factor authentication.



## Connect your account

We sent an email to **gary.lopezm@icloud.com**. Please check your inbox and find the confirmation email we've sent you to complete linking your My HealtheVet login to your ID.me account.

If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email.

**After your email is confirmed, return to this page to continue.**

Didn't receive the email? [Send it again](#)

### Can't click on the button in your email?

Enter the 6-digit code from the email below.

Continue

## Apply for education benefits

Form 22-1990

### Step 1 of 8: Applicant information

Your application will be saved on every change.

You aren't required to fill in all fields, but we can review your application faster if you provide more information.

We've prefilled some of your information from your account. If you need to correct anything, you can edit the form fields below.

Your first name **(\*Required)**

Your middle name

Your last name **(\*Required)**

Suffix

Social Security number **(\*Required)**

Your date of birth **(\*Required)**

Month

Day

Year

Gender

☐ Female

☒ Male

### Step 4:

After successfully logging into your account, you'll begin your application for VA Education.

Most of the information required will be self-generated.

Application form:

22-1990 for Veteran

22-1990e for Child/Spouse

Step 4(a):

An applicant will be required to select which type of education they are applying for.

Remember, an SCO/IHE will require an CoE for Post 9/11 Chapter 33

## Apply for education benefits

Form 22-1990

---

### Step 2 of 8: Benefits eligibility

Your application will be saved on every change.

**i**

- You may be eligible for more than 1 education benefit program.
- You can only get payments from 1 program at a time.
- You can't get more than 48 months of benefits under any combination of VA education programs.

Select the benefit that is the best match for you. (\*Required)

☒ **Post-9/11 GI Bill (Chapter 33)**  
[Learn more](#)  
When you choose to apply for your Post-9/11 benefit, you have to relinquish (give up) 1 other benefit you may be eligible for. You'll make this decision on the next page.

☐ **Montgomery GI Bill (MGIB-AD, Chapter 30)**  
[Learn more](#)

☐ **Montgomery GI Bill Selected Reserve (MGIB-SR, Chapter 1606)**  
[Learn more](#)

☐ **Post-Vietnam Era Veterans' Educational Assistance Program (VEAP, Chapter 32)**  
[Learn more](#)

[Finish this application later](#)

✔ Your application has been saved. It was last saved on January 21, 2022, at 11:32 a.m. CST. Your application ID number is **4416225**.

# Apply for education benefits

Form 22-1990

## Step 2 of 8: Benefits eligibility

Your application will be saved on every change.

### Benefits relinquishment

Because you chose to apply for your Post-9/11 benefit, you have to relinquish (give up) 1 other benefit you may be eligible for.

**Your decision is irrevocable** (you can't change your mind).

I choose to give up: (\*Required)

- ☐ I'm only eligible for the Post-9/11 GI Bill
- ☐ Montgomery GI Bill (MGIB-AD, Chapter 30)
- ☐ Montgomery GI Bill Selected Reserve (MGIB-SR, Chapter 1606)
- ☐ Reserve Educational Assistance Program (REAP, Chapter 1607)

If you have questions or don't understand the choice, talk to a specialist at 1-888-GI-BILL-1 ([888-442-4551](tel:888-442-4551)), Monday – Friday, 8:00 a.m. – 7:00 p.m. ET.

[Finish this application later](#)

« Back

Continue »

✔ Your application has been saved. It was last saved on January 21, 2022, at 11:32 a.m. CST. Your application ID number is **4416225**.

Step 4(b):

**STOP!!!** Read this section carefully.

After choosing a specific Education Benefit, you will not be allowed to undue your decision.

Example:

After four years of service, a veteran has the option for either Chapter 30 or Chapter 33. You forgo one or the other.

Step 4(c):

A veterans' Service Period will self-generate, except the Type of Service.

Step 3 of 8: Service history

Your application will be saved on every change.

Service periods

Please record all your periods of service.

Marine Corps

07/24/2014 — 04/02/2015

Edit

New service period

Branch of service (\*Required)

Marine Corps

Type of service (Active duty, drilling reservist, National Guard, IRR)

Service start date (\*Required)

Month

Day

Year

July

16

2007

Service end date

Month

Day

Year

July

23

2014

☐ Apply this service period to the benefit I'm applying for.

Remove

Add another service period

Step 4(d):

"If you received a commission from a military service academy, what year did you graduate" : A

commissioned officer from a military service academy should answer.

Enlisted should leave this question blank.

## Apply for education benefits

Form 22-1990

### Step 3 of 8: Service history

Your application will be saved on every change.

If you received a commission from a military service academy, what year did you graduate?

Are you on active duty now?

☐ Yes

☐ No

[Finish this application later](#)

« Back

Continue »

✔ Your application has been saved. It was last saved on January 21, 2022, at 11:59 a.m. CST. Your application ID number is **4416225**.



# Apply for education benefits

Form 22-1990

## Step 3 of 8: Service history

Your application will be saved on every change.

### ROTC history

Are you in a senior ROTC scholarship program right now that pays your tuition, fees, books, and supplies? (Covered under Section 2107 of Title 10, U.S. Code)

☐ Yes

☒ No

Were you commissioned as a result of senior ROTC?

☐ Yes

☒ No

[Finish this application later](#)

« Back

Continue »

✔ Your application has been saved. It was last saved on January 21, 2022, at 12:28 p.m. CST. Your application ID number is **4416225**.

Step 4(e):

Answer No for the enlisted

Yes, for a commissioned officer that fall under these categories

### Step 3 of 8: Service history

Your application will be saved on every change.

#### Contributions

Select all that apply:

- ☐ I am receiving benefits from the U.S. Government as a civilian employee during the same time as I am seeking benefits from VA.
- ☐ I made contributions (up to \$600) to increase the amount of my monthly benefits.
- ☐ I qualify for an Active Duty Kicker (sometimes called a college fund).
- ☐ I qualify for a Reserve Kicker (sometimes called a college fund).
- ☐ I have a period of service that the Department of Defense counts toward an education loan payment.

[Finish this application later](#)

« Back

Continue »

Step 4(f):

Select one of the following or more, if applicable.

**Step 4 of 8: Education history**  
Your application will be saved on every change.

When did you earn your high school diploma or equivalency certificate?

Month: May Year: 2006

**Education after high school**  
Please list any courses or training programs you took after you graduated from high school.

Name of college, university or other training provider  
Grand Canyon University

City  
Phoenix

State  
Arizona

From  
Month: September Year: 2018

To  
Month: June Year: 2022

Hours completed  
38

Step 5:

Complete your Education History.  
You can enter the last education degree or certificate that you have accomplished.

Type of hours  
☒ Semester  
☐ Quarter  
☐ Clock

Degree, diploma, or certificate received  
Master

What did you study?  
Public Administration

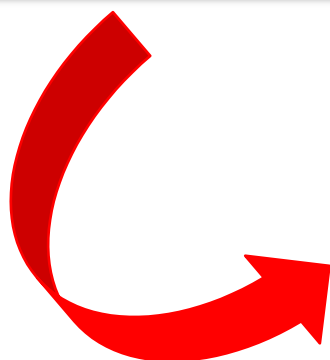
[Add another Training](#)

If you have any FAA flight certificates, please list them here.

[Finish this application later](#)

[« Back](#) [Continue »](#)

✔ Your application has been saved. It was last saved on January 21, 2022, at 1:01 p.m. CST. Your application ID number is **4416225**.



## Apply for education benefits

Form 22-1990

### Step 5 of 8: Employment history

Your application will be saved on every change.

Have you ever held a license of journeyman rating (for example, as a contractor or plumber) to practice a profession?

☐ Yes

☐ No

[Finish this application later](#)

« Back

Continue »

✔ Your application has been saved. It was last saved on January 21, 2022, at 1:01 p.m. CST. Your application ID number is **4416225**.

### Step 6:

Only answer Yes! If you ever held a License as a Journeyman.

Answer No if this does not apply and move forward.

### Step 6 of 8: School selection

Your application will be saved on every change. Your application ID number is 4416225.

Name of school, university, or training facility

Type of education or training (\*Required)

Education or career goal (For example, "I want to get a bachelor's degree in criminal justice" or "I want to get an HVAC technician certificate" or "I want to become a police officer.")

The date your training began or will begin

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you getting, or do you expect to get any money (including, but not limited to, federal tuition assistance) from the Armed Forces or public health services for any part of your coursework or training?

☐ Yes

☐ No

[Finish this application later](#)

« Back

Continue »

### Step 7:

Enter the name of the school, that a veteran, child, spouse, or dependent will be attending.

Again, while this application process is cycled for a veteran, the same process applies to a child, spouse, or dependent. When the applicant is applying for educational benefit Chapter 30 – MGIB AD, 33 Post 9/11 GI Bill or 35 DEA.

"Type of education or training"  
please speak with your schools/or facilities School Certifying Official.

### Step 7(a):

Choose the type of communication the veteran, would like the VA to contact you.

Most of the requested information will generate automatically.

Following this page, the applicant will be asked to add additional contact information.

**Step 7 of 8: Personal information**  
Your application will be saved on every change. Your application ID number is 4416225.

**Contact information**  
How should we contact you if we have questions about your application?

☒ Mail  
☐ Email  
☐ Home phone number  
☐ Mobile phone number

**Address**  
Country (\*Required)  
United States

**Street (\*Required)**  
Please enter a street address

Street address line 2

**City (\*Required)**  
Please enter a city

State (\*Required)  
Texas

**Postal code (\*Required)**  
Please enter a postal code

**Other contact information**  
Please enter as much contact information as possible so we can get in touch with you, if necessary.

**Email address (\*Required)**  
Please enter an email address

**Re-enter email address (\*Required)**  
Please enter an email address

Home phone number

Mobile phone number

[Finish this application later](#)

[« Back](#) [Continue »](#)

Step 7(b):

Customary, no need to enter any information here. Click "Continue."

**Step 7 of 8: Personal information**  
Your application will be saved on every change. Your application ID number is 4416225.

**Direct deposit**

VA makes payments only through direct deposit, also called electronic funds transfer (EFT). The only exception is for participants in the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP).

If you don't have a bank account, VA will pay you through the Direct Express® Debit MasterCard®. Apply for a Direct Express® Debit MasterCard® at [www.usdirectexpress.com](http://www.usdirectexpress.com) or by calling 800-333-1795. To request a waiver, contact the Department of Treasury Electronic Solution Center at 888-224-2950.

Account type

☐ Checking

☐ Savings

Bank account number

Bank routing number

[Finish this application later](#)

[« Back](#) [Continue »](#)

**Step 8 of 8: Review Application**  
Your application will be saved on every change. Your application ID number is 4416225.

Applicant information	+
Benefits eligibility	+
Service history	+
Education history	+
Employment history	+
School selection	+
Personal information	+

**Note:** According to federal law, there are criminal penalties, including a fine and/or imprisonment for up to 5 years, for withholding information or for providing incorrect information. (See 18 U.S.C. 1001)

☒ I have read and accept the [privacy policy](#) (\*Required)

[Finish this application later](#)

[« Back](#) [Submit application](#)

Step 8:

Final step, review each section to ensure the correct information was entered.

Check the box above the button labeled "Submit Application."

## **Hazlewood Act Statutes and Administrative Rules**

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[54.341 – Hazlewood Act](#) [ See Appendix A for full reference]

[Education code – 54.2001, GPA and Excessive Hours](#) [See Appendix B for full reference]

### **40 TAC 461 – Hazlewood Act Administrative Rules**

[§461.10](#) – Authority and Purpose

[§461.20](#) – Definitions

[§461.30](#) – Hazlewood Act Exemption

[§461.40](#) – Veteran eligibility

[§461.50](#) – Spouse Eligibility

[§461.60](#) – Children’s Eligibility

[§461.70](#) – Hazlewood Legacy Act Eligibility

[§461.80](#) – The Application

[§461.90](#) – Supporting Documents for the Exemption Application

[§461.100](#) – Subsequent Hazlewood Exemption Award

[§461.110](#) – Enrollment Data to the Commission & Institutions

[§461.120](#) – Reporting

[§461.130](#) – Records Retention by Institution

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## Definitions

From [Rule §461.20](#), Definitions:

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context indicates otherwise:

- (1) Board - The Texas Higher Education Coordinating Board (THECB).
- (2) Commission - The Texas Veterans Commission (TVC).
- (3) Census date - The date in an academic term or semester for which an institution is required to certify a person's enrollment in the institution to the Board for the purposes of determining formula funding for the institution.
- (4) Contact Hour - A time unit of instruction as defined in 19 Texas Administrative Code [§13.1](#).
- (5) Continuing Education Unit (CEU) - A unit of measure of instruction as defined in 19 Texas Administrative Code [§9.1](#).
- (6) Degree Certified Hours - Hours for which the student is registered as of the census date of a term or semester.
- (7) Dependent - An individual who was claimed as a dependent for federal income tax purposes by the individual's parent or court-appointed legal guardian, or as defined in Texas Education Code [§54.341](#)(k) and (m) in a particular year and in the previous tax year. A child was a dependent if he or she was claimed as such by a parent or legal guardian during the veteran's year of entry into the service and in the previous tax year.
- (8) Deposit fees - Fees that an institution may collect under Texas Education Code (TEC) [§54.502](#).
- (9) Eligible Person -
  - (A) Veteran as defined in Texas Education Code [§54.341](#)(a);
  - (B) Spouse as defined in Texas Education Code [§54.341](#)(a-2); or
  - (C) Child or Children as defined by Texas Education Code [§54.341](#)(m)

- (10) Extraordinary costs - Only applicable for public junior colleges, public technical institutes, or public state colleges as defined in Texas Education Code [§61.003](#). The cost of tuition and fees that exceed the average tuition and fee charges at the institution.
- (11) Federal Income Tax Return - An [IRS Transcript of Tax Return](#) for that particular year.
- (12) Guidelines for Instructional Programs in Workforce Education (GIPWE) - A Board-approved publication as defined in 19 Texas Administrative Code [§9.1](#).
- (13) Hazlewood Act Exemption (HAE) - The tuition and partial fee exemption authorized under Texas Education Code [§54.341](#).
- (14) Hazlewood Child Legacy Act - The tuition and partial fee exemption authorized under Texas Education Code [§54.341](#)(k).
- (15) Initial Entry Training - Includes Basic Combat Training and Advanced Individual Training, One Station Unit Training, Officer Candidate School, service as a cadet at the United States Military Academy, and service as a cadet candidate at the United States Military Academy Preparatory School (Army); Recruit Training and Skill Training (or 'A' School), Officer Candidate School, service as a midshipman at the United States Naval Academy, and service as a midshipman candidate at the Naval Academy Preparatory School (Navy); Basic Military Training and Technical Training, Officer Training School, service as a cadet at the United States Air Force Academy; and service as a cadet candidate at the United States Air Force Academy Preparatory School (Air Force); Recruit Training and Marine Corps Training (or School of Infantry Training), Officer Candidates School (Marine Corps); and Basic Training, Officer Candidate School, and service as a cadet at the United States Coast Guard Academy (Coast Guard), or the equivalent training for that branch of service.
- (16) Institution - A Texas public institution of higher education (IHL) as defined in Texas Education Code [§61.003](#)(8).
- (17) Qualifying service - Discharged under honorable conditions after serving on active military duty, excluding initial entry training, for more than 180 days as documented by the Certificate of Release or Discharge from Active Duty (DD FORM 214) issued by the Department of Defense or other qualifying discharge documents. Other qualifying discharge documents are:

- (A) WD AGO 53, Enlisted Record and Report of Separation Honorable Discharge;
- (B) WD AGO 53-55, Enlisted Record and Report of Separation Honorable Discharge;
- (C) WD AGO 53-58, Enlisted Record and Report of Separation General Discharge;
- (D) NAVCG-553, Notice of Separation from U.S. Coast Guard;
- (E) NAVMC 78-PD, U.S. Marine Corps Report of Separation;
- (F) NAVPERS-553, Notice of Separation from U.S. Naval Service; or
- (G) NA Form 13038, Certification of Military Service. This form may only be used upon written verification from the National Archives that a DD Form 214 or equivalent discharge document has been lost or destroyed and may only be used to verify days of qualifying service and character of service.

(18) Resident of Texas - A resident of the State of Texas as determined in accordance with 19 Texas Administrative Code Chapter 21, Subchapter B (relating to [Determination of Resident Status](#)).

(19) Satisfactory academic progress - A grade point average that satisfies the institution's requirement for making satisfactory academic progress toward a degree or certificate in accordance with the institution's policy regarding eligibility for financial aid. This requirement does not apply to spouses or children of veterans who died from a service-related injury or illness, or who were classified as missing in action (MIA) or killed in action (KIA).

(20) Semester Credit Hour - A unit of measure of instruction as defined in 19 Texas Administrative Code [§13.1](#) (SCH).

(21) Stacking - Concurrent use of state and federal veteran education benefits by an eligible person.

(22) Student services fees - Fees that an institution may, under Texas Education Code, [§54.503](#), [54.5061](#), and [54.513](#), elect to charge to students to cover the cost of student services.

=====

\*\*\* From Texas Government Code, Title 4. Executive Branch, Subtitle C. State Military Forces and Veterans, Chapter 437. Texas Military, Subchapter A. General Provisions states in Section 437.001. DEFINITIONS. (1) ""Active military service" means state active duty service, federally funded state active duty service, or federal active duty service. The term does not include service performed exclusively for training, such as basic combat training, advanced individual training, annual training, inactive duty training, and special training periodically made available to service members." [<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.437.htm>]

## Appendix A

### EDUCATION CODE

#### TITLE 3. HIGHER EDUCATION

##### SUBTITLE A. HIGHER EDUCATION IN GENERAL

##### CHAPTER 54. TUITION AND FEES

##### SUBCHAPTER A. GENERAL PROVISIONS

Sec. 54.341. VETERANS AND OTHER MILITARY PERSONNEL; DEPENDENTS. (a) The governing board of each institution of higher education shall exempt the following persons from the payment of tuition, dues, fees, and other required charges, including fees for correspondence courses but excluding general deposit fees, student services fees, and any fees or charges for lodging, board, or clothing, provided the person seeking the exemption currently resides in this state and entered the service at a location in this state, declared this state as the person's home of record in the manner provided by the applicable military or other service, or would have been determined to be a resident of this state for purposes of Subchapter B at the time the person entered the service:

(1) all nurses and honorably discharged members of the armed forces of the United States who served during the Spanish-American War or during World War I;

(2) all nurses, members of the Women's Army Auxiliary Corps, members of the Women's Auxiliary Volunteer Emergency Service, and all honorably discharged members of the armed forces of the United States who served during World War II except those who were discharged from service because they were over the age of 38 or because of a personal request on the part of the person that the person be discharged from service;

(3) all honorably discharged men and women of the armed forces of the United States who served during the national emergency which began on June 27, 1950, and which is referred to as the Korean War; and

(4) all persons who were honorably discharged from the armed forces of the United States after serving on active military duty, excluding training, for more than 180 days and who served a portion of their active duty during:

(A) the Cold War which began on the date of the termination of the national emergency cited in Subdivision (3);

(B) the Vietnam era which began on December 21, 1961, and ended on May 7, 1975;

(C) the Grenada and Lebanon era which began on August 24, 1982, and ended on July 31, 1984;

(D) the Panama era which began on December 20, 1989, and ended on January 21, 1990;

(E) the Persian Gulf War which began on August 2, 1990, and ends on the date thereafter prescribed by Presidential proclamation or September 1, 1997, whichever occurs first;

(F) the national emergency by reason of certain terrorist attacks that began on September 11, 2001; or

(G) any future national emergency declared in accordance with federal law.

(a-1) A person who before the 2009-2010 academic year received an exemption provided by Subsection (a) continues to be eligible for the exemption provided by that subsection as that subsection existed on January 1, 2009, subject to the other provisions of this section other than the requirement of Subsection (a) that the person must have entered the service at a location in this state, declared this state as the person's home of record, or would have been determined to be a resident of this state for purposes of Subchapter B at the time the person entered the service.

(a-2) The exemptions provided for in Subsection (a) also apply to the spouse of:

(1) a member of the armed forces of the United States:

(A) who was killed in action;

(B) who died while in service;

(C) who is missing in action;

(D) whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States; or

(E) who became totally and permanently disabled or meets the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs as a result of a service-related injury; or

(2) a member of the Texas National Guard or the Texas Air National Guard who:

(A) was killed since January 1, 1946, while on active duty either in the service of this state or the United States; or

(B) is totally and permanently disabled or meets the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs, regardless of whether the member is eligible to receive disability benefits from the department, as a result of a service-related injury suffered since January 1,

1946, while on active duty either in the service of this state or the United States.

(a-3) A person who before the 2011-2012 academic year received an exemption provided by Subsection (a) continues to be eligible for the exemption provided by that subsection as that subsection existed on January 1, 2011, subject to the other provisions of this section other than the requirement of Subsection (a) that the person must currently reside in this state.

(a-4) A person who before the 2014-2015 academic year received an exemption under this section continues to be eligible for the exemption provided by this section as this section existed on January 1, 2013.

(b) The exemptions provided for in Subsection (a) also apply to:

(1) the children of members of the armed forces of the United States:

(A) who are or were killed in action;

(B) who die or died while in service;

(C) who are missing in action;

(D) whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States; or

(E) who became totally and permanently disabled or meet the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs as a result of a service-related injury; and

(2) the children of members of the Texas National Guard and the Texas Air National Guard who:

(A) were killed since January 1, 1946, while on active duty either in the service of their state or the United States; or

(B) are totally and permanently disabled or meet the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs, regardless of whether the members are eligible to receive disability benefits from the department, as a result of a service-related injury suffered since January 1, 1946, while on active duty either in the service of this state or the United States.

(b-1) To qualify for an exemption under Subsection (a-2) or (b), the spouse or child must be classified as a resident under Subchapter B on the date of the spouse's or child's registration.

(b-2) Repealed by Acts 2013, 83rd Leg., R.S., Ch. 161, Sec. 4.009, eff. September 1, 2013.

(c) A person may not receive exemptions provided for by this section for more than a cumulative total of 150 credit hours.

(d) The governing board of each institution of higher education granting an exemption under this section shall require each applicant claiming the exemption to submit to the institution, in the form and manner prescribed by the Texas Veterans Commission for purposes of this section under Section [434.0079](#)(b), Government Code, an application for the exemption and necessary evidence that the applicant qualifies for the exemption not later than the last class date of the semester or term to which the exemption applies, except that the governing board may encourage the submission of an application and evidence by the official day of record for the semester or term to which the exemption applies on which the institution must determine the enrollment that is reported to the Texas Higher Education Coordinating Board.

(e) The exemption from tuition, fees, and other charges provided for by this section does not apply to a person who at the time of registration is entitled to receive educational benefits under federal legislation that may be used only for the payment of tuition and fees if the value of those benefits received in a semester or other term is equal to or exceeds the value of the exemption for the same semester or other term. If the value of federal benefits that may be used only for the payment of tuition and fees and are received in a semester or other term does not equal or exceed the value of the exemption for the same semester or other term, the person is entitled to receive both those federal benefits and the exemption in the same semester or other term. The combined amount of the federal benefit that may be used only for the payment of tuition and fees plus the amount of the exemption received in a semester or other term may not exceed the cost of tuition and fees for that semester or other term.

(e-1) A person may not receive an exemption under this section if the person is in default on a loan made or guaranteed for educational purposes by the State of Texas.

(f) The governing board of each institution of higher education may enter into contracts with the United States government, or any of its agencies, to furnish instruction to ex-servicemen and ex-service women at a tuition rate which covers the estimated cost of the instruction or, in the alternative, at a tuition rate of \$100 a semester, as may be determined by the governing board. If the rates specified are prohibited by federal law for any particular class of ex-servicemen or ex-service women, the tuition rate shall be set by the governing board, but shall not be less than the established rate for civilian students. If federal law provides as to any class of veterans that the tuition payments are to be deducted from subsequent benefits to which the veteran may be entitled, the institution shall refund to any veteran who is a resident of Texas within the meaning of this section the amount by which any adjusted compensation payment is actually reduced because of tuition payments made to the institution by the federal government for the veteran.

(g) The governing board of a public junior college, public technical institute, or public state college, as those terms are defined by Section [61.003](#), may establish a fee for extraordinary costs associated with a specific course or program and may provide that the exemptions provided by this section do not apply to this fee.

(h) The governing board of each institution of higher education shall electronically report to the Texas Veterans Commission the information required by Section [434.00791](#), Government Code, relating to each individual receiving an exemption from fees and charges under Subsection (a), (a-2), (b), or (k). The institution shall report the information not later than January 31 of each year for the fall semester, June 30 of each year for the spring semester, and September 30 of each year for the summer session.

(i) The Texas Veterans Commission may adopt rules to provide for the efficient and uniform application of this section. In developing rules under this subsection, the commission shall consult with the Texas Higher Education Coordinating Board and institutions of higher education.

(j) In determining whether to admit a person to any certificate program or any baccalaureate, graduate, postgraduate, or professional degree program, an institution of higher education may not consider the fact that the person is eligible for an exemption under this section.

(k) The Texas Veterans Commission by rule shall prescribe procedures to allow:

(1) a person who becomes eligible for an exemption provided by Subsection (a) to waive the person's right to any unused portion of the number of cumulative credit hours for which the person could receive the exemption and assign the exemption for the unused portion of those credit hours to a child of the person; and

(2) following the death of a person who becomes eligible for an exemption provided by Subsection (a), the assignment of the exemption for the unused portion of the credit hours to a child of the person, to be made by the person's spouse or by the conservator, guardian, custodian, or other legally designated caretaker of the child, if the child does not otherwise qualify for an exemption under Subsection (b).

(k-1) The procedures under Subsection (k) must provide:

(1) the manner in which a person may waive the exemption;

(2) the manner in which a child may be designated to receive the exemption;

(3) a procedure permitting the designation of a different child to receive the exemption if the child previously designated to receive the exemption did not use the exemption under this section for all of the assigned portion of credit hours;

(4) a method of documentation to enable institutions of higher education to determine the eligibility of the designated child to receive the exemption; and

(5) a procedure permitting a person who waived the exemption and designated a child to receive the exemption to revoke that designation as to any unused portion of the assigned credit hours.



(l) To be eligible to receive an exemption under Subsection (k), the child must:

(1) be a student who is classified as a resident under Subchapter B when the child enrolls in an institution of higher education;

(2) as a graduate or undergraduate student, maintain a grade point average that satisfies the grade point average requirement for making satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution at which the child is enrolled in accordance with the institution's policy regarding eligibility for financial aid; and

(3) be 25 years of age or younger on the first day of the semester or other academic term for which the exemption is claimed.

(m) For purposes of this section, a person is the child of another person if:

(1) the person is the stepchild or the biological or adopted child of the other person; or

(2) the other person claimed the person as a dependent on a federal income tax return filed for the preceding year or will claim the person as a dependent on a federal income tax return for the current year.

(n) The Texas Veterans Commission by rule shall prescribe procedures by which a child assigned an exemption under Subsection (k) who suffered from a severe illness or other debilitating condition that affected the child's ability to use the exemption before reaching the age described by Subsection (1)(3) may be granted additional time to use the exemption corresponding to the time the child was unable to use the exemption because of the illness or condition.

(o) The Texas Higher Education Coordinating Board and the Texas Veterans Commission shall coordinate to provide each respective agency with any information required to ensure the proper administration of this section and the proper execution of each agency's statutory responsibilities concerning this section.

Reenacted, redesignated and amended by Acts 2011, 82nd Leg., R.S., Ch. 359 (S.B. [32](#)), Sec. 1, eff. January 1, 2012.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. [1093](#)), Sec. 4.009, eff. September 1, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 1193 (S.B. [1158](#)), Sec. 1, eff. June 14, 2013.

## Appendix B

### EDUCATION CODE

#### TITLE 3. HIGHER EDUCATION

##### SUBTITLE A. HIGHER EDUCATION IN GENERAL

##### CHAPTER 54. TUITION AND FEES

##### SUBCHAPTER A. GENERAL PROVISIONS

Sec. 54.2001. CONTINUED RECEIPT OF EXEMPTIONS OR WAIVERS CONDITIONAL.

(a) Notwithstanding any other law but subject to Subsection (f), after initially qualifying under this subchapter for a mandatory or discretionary exemption or waiver from the payment of all or part of the tuition or other fees for enrollment during a semester or term at an institution of higher education, a person may continue to receive the exemption or waiver for a subsequent semester or term only if the person:

(1) as a graduate or undergraduate student, maintains a grade point average that satisfies the institution's grade point average requirement for making satisfactory academic progress toward a degree or certificate in accordance with the institution's policy regarding eligibility for financial aid; and

(2) as an undergraduate student, has not completed as of the beginning of the semester or term a number of semester credit hours that is considered to be excessive under Section [54.014](#), unless permitted to complete those hours by the institution on a showing of good cause.

(b) In determining whether a person has completed a number of semester credit hours that is considered to be excessive for purposes of Subsection (a)(2), semester credit hours completed include transfer credit hours that count toward the person's undergraduate degree or certificate program course requirements but exclude:

(1) hours earned exclusively by examination;

(2) hours earned for a course for which the person received credit toward the person's high school academic requirements; and

(3) hours earned for developmental coursework that an institution of higher education required the person to take under Subchapter [F-1](#), Chapter [51](#), or under the provisions of former Section 51.306 or former Section 51.3062.

(c) If on the completion of any semester or term a person fails to meet any requirement of Subsection (a), for the next semester or term in which the person enrolls the person may not receive the exemption or waiver described by Subsection (a). A person may become eligible to receive an exemption or waiver in a subsequent semester or term if the person:

(1) completes a semester or term during which the person is not eligible for an exemption or waiver; and

(2) meets each requirement of Subsection (a), as applicable.

(d) Each institution of higher education shall adopt a policy to allow a student who fails to maintain a grade point average as required by Subsection (a) (1) to receive an exemption or waiver in any semester or term on a showing of hardship or other good cause, including:

(1) a showing of a severe illness or other debilitating condition that could affect the student's academic performance;

(2) an indication that the student is responsible for the care of a sick, injured, or needy person and that the student's provision of care could affect the student's academic performance;

(3) the student's active duty or other service in the United States armed forces or the student's active duty in the Texas National Guard; or

(4) any other cause considered acceptable by the institution.

(e) An institution of higher education shall maintain documentation of each exception granted to a student under Subsection (d).

(f) If a requirement imposed by this section for the continued receipt of a specific exemption or waiver conflicts with another requirement imposed by statute for that exemption or waiver, the stricter requirement prevails.

(g) This section does not apply to:

(1) the waiver provided by Section [54.216](#) or any other reduction in tuition provided to a high school student for enrollment in a dual credit course or other course for which the student may earn joint high school and college credit;

(2) the exemption provided by Section [54.341](#) (a-2) (1) (A), (B), (C), or (D) or (b) (1) (A), (B), (C), or (D);

(3) the exemption provided by Section [54.342](#), [54.366](#), or [54.367](#); or

(4) any provision of this code that authorizes or requires the payment of tuition or fees at the rates provided for residents of this state by a person who is not a resident of this state for purposes of Subchapter B.

Added by Acts 2013, 83rd Leg., R.S., Ch. 1196 (S.B. [1210](#)), Sec. 1, eff. June 14, 2013.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 734 (S.B. [1123](#)), Sec. 1, eff. June 12, 2017.

Acts 2017, 85th Leg., R.S., Ch. 842 (H.B. [2223](#)), Sec. 2.07, eff. June 15, 2017.

## Appendix C

### GOVERNMENT CODE

#### TITLE 4. EXECUTIVE BRANCH

##### SUBTITLE C. STATE MILITARY FORCES AND VETERANS

##### CHAPTER 434. VETERAN ASSISTANCE AGENCIES

##### SUBCHAPTER A. TEXAS VETERANS COMMISSION

Sec. 434.0079. DUTIES REGARDING CERTAIN TUITION AND FEE EXEMPTIONS FOR VETERANS AND FAMILY MEMBERS. (a) The commission, through its veteran education program, shall assist veterans and their family members in claiming and qualifying for exemptions from the payment of tuition and fees at institutions of higher education under Section [54.341](#), Education Code.

(b) The commission shall establish the application and necessary evidence requirements for a person to claim an exemption under Section [54.341](#), Education Code, at an institution of higher education.

(c) The commission shall adopt rules governing the coordination of federal and state benefits of a person eligible to receive an exemption under Section [54.341](#)(k), Education Code, including rules governing:

(1) the total number of credit hours assigned under that section that a person may apply to an individual degree or certificate program, consistent with the standards of the appropriate recognized regional accrediting agency; and

(2) the application of the assigned exemption to credit hours for which the institution of higher education does not receive state funding.

Added by Acts 2013, 83rd Leg., R.S., Ch. 1193 (S.B. [1158](#)), Sec. 3, eff. June 14, 2013.

Sec. 434.00791. ELECTRONIC SYSTEM TO MONITOR TUITION EXEMPTIONS FOR VETERANS AND FAMILY MEMBERS. (a) In this section, "institution of higher education" has the meaning assigned by Section [61.003](#), Education Code.

(b) The commission shall ensure a system to electronically monitor the use of tuition and fee exemptions at institutions of higher education under Section [54.341](#), Education Code, is developed. The system must allow the commission to electronically receive, for each semester, the following information from institutions of higher education:

(1) the name of the institution;

(2) the name, identification number, and date of birth of each individual attending the institution and receiving benefits for the semester under Section [54.341](#), Education Code;

(3) for each individual receiving benefits, the number of credit hours for which the individual received an exemption for the semester;

(4) for each individual receiving benefits at the institution during the semester, the total cumulative number of credit hours for which the individual has received an exemption at the institution; and

(5) any other information required by the commission.

Added by Acts 2005, 79th Leg., Ch. 7 (S.B. [101](#)), Sec. 2, eff. May 3, 2005.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 359 (S.B. [32](#)), Sec. 6, eff. January 1, 2012.

Transferred, redesignated and amended from Education Code, Section 61.0516 by Acts 2013, 83rd Leg., R.S., Ch. 1193 (S.B. [1158](#)), Sec. 4, eff. June 14, 2013.

## Appendix D

DD-214 Samples:

Period 1990s–2010s

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
<b>CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY</b> This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
1. NAME (Last, First, Middle) XXXXXXXXXXXX		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE-REGAF		3. SOCIAL SECURITY NUMBER XXXXXXXXXX	
4a. GRADE, RATE OR RANK SMS	b. PAY GRADE E5	5. DATE OF BIRTH (YYYY/MM/DD) XXXX/XX/XX	6. RESERVE OBLIGATION TERMINATION DATE (YYYY/MM/DD) N/A		
7a. PLACE OF ENTRY INTO ACTIVE DUTY SPOKANE WA		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) WAPATO WA			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND OL H 25 AIR FORCE AF (ACC)		b. STATION WHERE SEPARATED JBSA RANDOLPH TX		10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$400,000	
9. COMMAND TO WHICH TRANSFERRED N/A		11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3D190, CYBERSPACE SUPPORT SUPERINTENDENT, 4 YEARS AND 4 MONTHS; 3D071, KNOWLEDGE MANAGEMENT, 21 YEARS AND 6 MONTHS.			
12. RECORD OF SERVICE		13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Meritorious Service Medal with 3 Oak Leaf Clusters, Joint Service Commendation Medal, Air Force Commendation Medal with 2 Oak Leaf Clusters, Joint Service Achievement Medal, Air Force Achievement Medal with 3 Oak Leaf Clusters, Meritorious Unit Award with 2 Oak Leaf Clusters, //SEE REMARKS//			
a. DATE ENTERED AD THIS PERIOD 1991 JAN 24		b. SEPARATION DATE THIS PERIOD 2017 JAN 31			
c. NET ACTIVE SERVICE THIS PERIOD 26 00 07		d. TOTAL PRIOR ACTIVE SERVICE 00 00 00			
e. TOTAL PRIOR INACTIVE SERVICE 00 05 15		f. FOREIGN SERVICE 16 06 22			
g. SEA SERVICE 00 00 00		h. INITIAL ENTRY TRAINING 1991 JAN 24			
i. EFFECTIVE DATE OF PAY GRADE 2012 JUL 01		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) AF BASIC MILITARY TRG, MAR 1991; (7ES) INFORMATION MANAGEMENT APPRENTICE COURSE, APR 1991; AIRMAN LEADERSHIP SCHOOL (RESIDENCE), MAY 1995; (XHM) AIR FORCE TRAINING COURSE, DEC 1995; (SAA) AF TRAINING COURSE, NOV 1995; (3AI) INFORMATION MANAGEMENT CRAFTSMAN, DEC 1995; (138) INFORMATION WARFARE APPLICATIONS, OCT 2003; //SEE REMARKS//			
15a. COMMISSIONED THROUGH SERVICE ACADEMY		b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)		c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 106) (If yes, years of commitment: )	
16. DAYS ACCRUED LEAVE PAID 0		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES NO X	
18. REMARKS ITEM 13: AF Outstanding Unit Award with 9 Oak Leaf Clusters, AF Organizational Excellence Award with 2 Oak Leaf Clusters, AF Good Conduct Medal with 8 Oak Leaf Clusters, National Defense Service Medal with 1 Service Star, Afghanistan Campaign Medal with 1 Service Star, Global War on Terrorism Service Medal, Humanitarian Service Medal, AF Overseas Ribbon Short with 1 Oak Leaf Cluster, AF Overseas Ribbon Long with 3 Oak Leaf Clusters, Air Force Expeditionary Service Ribbon with Gold Border, AF Longevity Service with 5 Oak Leaf Clusters, USAF NCO PME Graduate Ribbon with 2 Oak Leaf Clusters, Small Arms Expert Marksmanship Ribbon (Rifle), AF Training Ribbon, NATO Medal (Wear first NATO medal awarded.). ITEM 14: NCO ACADEMY (RESIDENCE), DEC 2003; JOINT SNCO PME COURSE (NON-RESIDENCE), APR //See Continuation Page// The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) XXXXXXXXXX		b. NEAREST RELATIVE (Name and address - Include ZIP Code) NONE PROVIDED XXXXXXXXXX			
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) TX OFFICE OF VETERANS AFFAIRS		X		YES NO	
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)		X		YES NO	
21a. MEMBER SIGNATURE MEMBER NOT AVAILABLE TO SIGN	b. DATE (YYYY/MM/DD) N/A	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) CAC/PGI SIGNED BY WALKER, EDNA JEAN, 1363524890 CONTRACTOR USAF, TFSC DD FORM 214 RETIREMENT TECHNICIAN Jan 27 CAC Serial Number: 03FF3E IssuerCN: DOD ID CA-42		b. DATE (YYYY/MM/DD) 2017D127	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION RETIREMENT		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE			
25. SEPARATION AUTHORITY AFI 36-3203		26. SEPARATION CODE RBC		27. REENTRY CODE 2V	
28. NARRATIVE REASON FOR SEPARATION MAXIMUM SERVICE OR TIME IN GRADE					
29. DATES OF TIME LOST DURING THIS PERIOD (YYYY/MM/DD) NONE		30. MEMBER REQUESTS COPY 4 (Initials) N/A			

DD FORM 214, AUG 2009

PREVIOUS EDITION IS OBSOLETE

MEMBER-4



Period 1970s-1980s

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD SAFEGUARD IT		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID																																									
<b>DD FORM 214</b> 1 JUL 79		PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.		<b>CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY</b>																																									
1. NAME (Last, first, middle) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH <b>AIR FORCE--REG AF</b>		3. SOCIAL SECURITY NO. [REDACTED]																																									
4a. GRADE, RATE OR RANK <b>MSGT</b>	4b. PAY GRADE <b>E7</b>	5. DATE OF BIRTH [REDACTED]	6. PLACE OF ENTRY INTO ACTIVE DUTY [REDACTED]																																										
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND <b>325 TIS (TAC)</b>		8. STATION WHERE SEPARATED [REDACTED]		9. COMMAND TO WHICH TRANSFERRED <b>NOT APPLICABLE</b>																																									
10. SGLI COVERAGE AMOUNT \$ <b>50,000</b> <input type="checkbox"/> NONE		11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)																																											
<b>T75199 - EDUCATION &amp; TRAINING SUPERINTENDENT, 2 YRS</b> <b>T75171 - EDUCATION &amp; TRAINING SUPERVISOR, 6 YRS</b>		<b>12. RECORD OF SERVICE</b> <table border="1"> <thead> <tr> <th></th> <th>YEAR (Y)</th> <th>MONTH (M)</th> <th>DAY (D)</th> </tr> </thead> <tbody> <tr> <td>a. Date Entered AD This Period</td> <td>1962</td> <td>MAY</td> <td>03</td> </tr> <tr> <td>b. Separation Date This Period</td> <td>1987</td> <td>MAY</td> <td>31</td> </tr> <tr> <td>c. Net Active Service This Period</td> <td>05</td> <td>03</td> <td>28</td> </tr> <tr> <td>d. Total Prior Active Service</td> <td>15</td> <td>00</td> <td>27</td> </tr> <tr> <td>e. Total Prior Inactive Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>f. Foreign Service</td> <td>02</td> <td>00</td> <td>00</td> </tr> <tr> <td>g. Sea Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>h. Effective Date of Pay Grade</td> <td>1985</td> <td>SEP</td> <td>01</td> </tr> <tr> <td>i. Reserve Oblig. Term, Date</td> <td colspan="3"><b>NOT APPLICABLE</b></td> </tr> </tbody> </table>					YEAR (Y)	MONTH (M)	DAY (D)	a. Date Entered AD This Period	1962	MAY	03	b. Separation Date This Period	1987	MAY	31	c. Net Active Service This Period	05	03	28	d. Total Prior Active Service	15	00	27	e. Total Prior Inactive Service	00	00	00	f. Foreign Service	02	00	00	g. Sea Service	00	00	00	h. Effective Date of Pay Grade	1985	SEP	01	i. Reserve Oblig. Term, Date	<b>NOT APPLICABLE</b>		
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f. Foreign Service	02	00	00																																										
g. Sea Service	00	00	00																																										
h. Effective Date of Pay Grade	1985	SEP	01																																										
i. Reserve Oblig. Term, Date	<b>NOT APPLICABLE</b>																																												
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) <b>AIR FORCE COMMENDATION MEDAL WITH 2 OAK LEAF CLUSTERS, AIR FORCE ACHIEVEMENT MEDAL, AIR FORCE GOOD CONDUCT MEDAL WITH 5 DEVICES, SMALL ARMS EXPERT MARKSMANSHIP RIBBON, AIR FORCE LONGEVITY SERVICE RIBBON WITH 4 DEVICES, NATIONAL DEFENSE SERVICE MEDAL, AIR FORCE OVERSEAS SERVICE SHORT TOUR RIBBON WITH 1 DEVICE, AIR FORCE TRAINING RIBBON, VIETNAM</b>																																													
14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed) <b>SENIOR NCO ACADEMY BY CORRESPONDENCE, AUG 86; COMMAND NCO ACADEMY BY CORRESPONDENCE, SEP 81; OJT MANAGER/SUPERVISOR ORIENTATION CRS, 24 HRS, MAR 80; AUDIO VISUAL METHODS CRS, 104 HRS, JAN 81; INSTRUCTIONAL SYSTEMS DESIGNER CRS, 160 HRS, JAN 81; MANAGEMENT COURSE FOR AIR FORCE SUPERVISORS, AUG 73; AIRCRAFT MAINTENANCE TECHNICIAN CRS, 60 HRS,</b>																																													
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		17. DAYS ACCRUED LEAVE PAID <b>0</b>																																									
18. REMARKS <b>ITEM 13 CONT'D: SERVICE MEDAL WITH 3 DEVICES, AIR FORCE OUTSTANDING UNIT AWARD WITH VALOR DEVICE AND 3 DEVICES, REPUBLIC OF VIETNAM GALLANTRY CROSS WITH PALM DEVICE, REPUBLIC OF VIETNAM CAMPAIGN MEDAL. ITEM 14 CONT'D: SEP 69; OJT TRAINER/SUPERVISOR CRS, FEB 70. CONTINUOUS ACTIVE MILITARY SERVICE DATE: 6 APRIL 1967. NOTHING FOLLOWS</b>  <b>GY 3: VADATA PROC CTR, AUSTIN, TX</b> <b>GY 5: DEPT OF LABOR, BATON ROUGE, LA</b>																																													
19. MAILING ADDRESS AFTER SEPARATION [REDACTED]		20. MEMBER REQUESTS COPY 4 BE SENT TO <u>FL</u> DIR. OF VET AFFAIRS <u>REL</u> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																																											
21. SIGNATURE OF MEMBER BEING SEPARATED [REDACTED]		22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL [REDACTED]																																											
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)																																													
23. TYPE OF SEPARATION <b>RETIREMENT</b>		24. CHARACTER OF SERVICE (Includes upgrades) <b>HONORABLE</b>																																											
25. SEPARATION AUTHORITY <b>AFR 35-7</b>		26. SEPARATION CODE <b>RED</b>		27. REPAIRMENT CODE <b>2V</b>																																									
28. NARRATIVE REASON FOR SEPARATION <b>VOLUNTARY RETIREMENT FOR YEARS OF SERVICE ESTABLISHED BY LAW</b>																																													
29. DATES OF TIME LOST DURING THIS PERIOD <b>NONE</b>				30. MEMBER REQUESTS COPY 4 <u>REL</u> INITIALS																																									

SERVICE-2



Period 1950s–1960s (Potentially, DD-214's has several series)

THIS IS AN IMPORTANT RECORD SAFEGUARD IT.												
PERSONAL DATA	1. LAST NAME FIRST NAME MIDDLE NAME				2. SERVICE NUMBER		3. SOCIAL SECURITY NUMBER					
	4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS ARMY RA SIG				5a. GRADE, RATE OR RANK SP4		5. PAY GRADE (Type R)		6. DATE OF RANK 29 OCT 69			
	7. U. S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		8. PLACE OF BIRTH (City and State or Country) TEXAS		9. DATE OF BIRTH JUN 48		10. DATE INDUCTED NA					
SELECTIVE SERVICE DATA	10a. SELECTIVE SERVICE NUMBER		11. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY, STATE AND ZIP CODE				12. DATE INDUCTED DAY MONTH YEAR					
							NA					
TRANSFER OR DISCHARGE DATA	11a. TYPE OF TRANSFER OR DISCHARGE TRF TO USAR (SEE 16)				12. STATION OR INSTALLATION AT WHICH EFFECTED FT DIX NJ							
	13. REASON AND AUTHORITY AR 635-200 SPN 411 EARLY SEP FR 06				14. EFFECTIVE DATE 31 MAR 70		15. TYPE OF CERTIFICATE ISSUED NONE					
	16. LAST DUTY ASSIGNMENT AND MAJOR COMMAND SVC MRY 2D BN 6TH ARMY USAREUR				17a. CHARACTER OF SERVICE HONORABLE		18. REENLISTMENT CODE RE-1					
SERVICE DATA	19. DISTRICT, AREA COMMAND OR CORPS TO WHICH RESERVIST TRANSFERRED TRF TO USAR CON GP (REINF) USAAC ST LOUIS MO											
	20. TERMINAL DATE OF RESERVE/UNIT'S OBLIGATION DAY MONTH YEAR 10 APR 73		21. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION a. SOURCE OF ENTRY: <input checked="" type="checkbox"/> ENLISTED (First Enlistment) <input type="checkbox"/> ENLISTED (Prior Service) <input type="checkbox"/> REENLISTED <input type="checkbox"/> OTHER		22. TERM OF SERVICE (Years) 3 11 APR 67		23. DATE OF ENTRY DAY MONTH YEAR 3 11 APR 67					
	24. PRIOR REGULAR ENLISTMENTS NONE		25. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SVS PV-1		26. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) SPOKANE WASHINGTON		27. STATEMENT OF SERVICE a. CREDITABLE FOR BASIC PAY PURPOSES (1) NET SERVICE THIS PERIOD (2) OTHER SERVICE (3) TOTAL (Line (1) plus Line (2)) b. TOTAL ACTIVE SERVICE c. FOREIGN AND/OR SEA SERVICE (SEE 30)		YEARS MONTHS DAYS 2 11 20 0 0 0 2 11 20 2 11 20 1 9 26			
	28. SPECIALTY NUMBER & TITLE 36K20 WIREMAN		29. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER 829.281 WIREMAN MAINT									
	30. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED GOOD CONDUCT MEDAL NATIONAL DEFENSE SERVICE MEDAL VIETNAM SERVICE MEDAL SHARPSHOOTER M-14 SHARPSHOOTER M-16											
	31. EDUCATION AND TRAINING COMPLETED ATP 21-114 CODE OF COND C B R TNG RVN TNG WIREMAN 8 WKS 67											
	32a. NON-PAY PERIODS TIME LOST (Providing Reason)		33. DAYS ACCRUED LEAVE PAID		34. INSURANCE IN FORCE (USM or USGL) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		35. AMOUNT OF ALLOTMENT		36. MONTH ALLOTMENT DISCONTINUED			
	NA		NA		NA		NA		NA			
	37. VA CLAIM NUMBER C- NA		38. SERVICEMAN'S GROUP LIFE INSURANCE COVERAGE <input checked="" type="checkbox"/> \$10,000 <input type="checkbox"/> \$5,000 <input type="checkbox"/> NONE									
	REMARKS	39. REMARKS BLOOD GP 0 8 YRS ELEM (GEN) USARPAC VIETNAM 22 OCT 67 - 20 OCT 68 USAREUR GERMANY 3 JUN 69 - 5 APR 70										
AUTHENTICATION	40. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, City, County, State and ZIP Code)				41. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED							
	42. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER CPT FA ASST CHIEF ENL BRANCH				43. SIGNATURE OF OFFICER AUTHORIZED TO SIGN							

DD FORM 214 1 JUL 66 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE EFFECTIVE 1 JAN 67 ☆ GPO: 1969-351-112 ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE 2

## Appendix E

### Extract of Roles and Responsibilities of the Texas Hazlewood Act Exemption Benefit

#### Texas Government Codes:

Texas Government Code §434.0079, DUTIES REGARDING CERTAIN TUITION AND FEE EXEMPTIONS FOR VETERANS AND FAMILY MEMBERS, states “(a) The commission, through its veteran education program, shall assist veterans and their family members in claiming and qualifying for exemptions from the payment of tuition and fees at institutions of higher education under Section [54.341](#), Education Code.

(b) The commission shall establish the application and necessary evidence requirements for a person to claim an exemption under Section [54.341](#), Education Code, at an institution of higher education.

(c) The commission shall adopt rules governing the coordination of federal and state benefits of a person eligible to receive an exemption under Section [54.341](#)(k), Education Code, including rules governing:

(1) the total number of credit hours assigned under that section that a person may apply to an individual degree or certificate program, consistent with the standards of the appropriate recognized regional accrediting agency; and

(2) the application of the assigned exemption to credit hours for which the institution of higher education does not receive state funding.

#### Additional statutes directing roles and responsibilities:

Sec. 434.007 with specific emphasis on paragraphs 4 and 4(A) and 4(D); (5) “assist veterans and their families and dependents in presenting, proving, and establishing claims, privileges, rights, and benefits they may have under federal, state, or local law;” and (7) “investigate, and if possible correct, abuses or exploitation of veterans or their families or dependents, and recommend necessary legislation for full correction;.”

Sec. 434.00791 (a) and (b) and Sec. 434.302 (5).

Sec. 54.341. VETERANS AND OTHER MILITARY PERSONNEL; DEPENDENTS, (d) “The governing board of each institution of higher education granting an exemption under this section shall require each applicant claiming the exemption to submit to the institution, in the form and manner prescribed by the Texas Veterans Commission for purposes of this section under Section 434.0079(b), Government Code, an application for the exemption and necessary evidence that the applicant qualifies for the exemption...”; and (k) and (k-1) and (n).

Texas Administrative Code, Chapter 461, Subchapter A, Rules §461.10 through RULE §461.130 with specific attention to RULE §461.30 (l) “ If the institution is unable to determine eligibility of an applicant in accordance with this subchapter, the institution shall consult with the Commission to resolve the matter.”

## Appendix F

### Default Loan Check

40 TAC [§461.30](#)(k) states, “An application for the Hazlewood Act Exemption shall be denied if it is determined that the applicant is in default on an educational loan made or guaranteed by the State of Texas.”

Confirmation of this eligibility requirement should be completed by using a self-verification that is based on the applicant’s answer to the default loan question on the Texas Hazlewood Act Exemption Application (Form TVC-ED-1) and the Texas Hazlewood Act Exemption Application for Continued Enrollment (Form TVC-ED-2). The Texas Higher Education Coordinating Board will not process lists of students to be checked for defaulted loans.

### HB 846 Tuition Deferment

Texas Education Code [§56.0065](#) (effective September 1, 2017, per [HB 84](#)).

LAST PAGE OF POLICY AND PROCEDURES MANUAL